Central Mortgage and Housing Corporation
Société centrale d'hypothèques et de logement

MUNICIPAL INCENTIVE GRANT PROGRAM: AN ANALYSIS OF PERFORMANCE

1978

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FOREWORD

The following analysis of the federal Municipal Incentive Grant Program (MIG) is one part of an overall evaluation of the Federal Housing Action Program (FHAP). This program was announced in late 1975. The purposes of this evaluation are to permit the Minister of State for Urban Affairs to report to the Prime Minister and the Ministers of the Treasury Board on the achievements of FHAP and the directions it might take in the future, and to provide information for a wider review of social policy on shelter.

The analysis presented here provides an overview of the MIG program approximately to the middle of 1977. Due to the relative recency of the program and the fact that the impact of it is more likely to be felt in the long term, the report is more descriptive than evaluative.

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CHAPTER ONE

INTRODUCTION AND SUMMARY

1.1 CONTEXT OF THE MIG ANALYSIS (1976)

This evaluation is undertaken as part of a commitment by Central Mortgage and Housing Corporation to evaluate the Federal Housing Action Program. The FHAP evaluation has been conducted under the following terms of reference:

(a) general control of government expenditures;

(b) growing public pressure to demonstrate sound financial management by the federal government;

(c) the rapidly growing budgetary versus non-budgetary component of NHA programs;

(d) fast-growing programs at a time of fiscal restraint. (Federal Housing Action Program, Residential Rehabilitation Assistance Program, Non-Profit Housing, Cooperative Housing); and

(e) the need to examine alternative methods for dealing with housing problems.

The FHAP evaluation has been undertaken to provide the Minister of State for Urban Affairs with a report to be presented to the Ministers of Treasury Board. It is intended to serve two purposes:

(i) to provide information about the way the Federal Housing Action Program has worked in the last year and what the future implications are likely to be; and

(ii) to provide material for discussions in the context of the Interdepartmental Committee on Social Policy on Housing.

1.2 THE FHAP EVALUATION

The FHAP evaluation consists of three separate reports. These are titled:

(i) An Evaluation of the Federal Assisted Home Ownership Program (1976)

(ii) An Evaluation of the Federal Assisted Rental Program (1976-77)

(iii) Municipal Incentive Grant Program: An Analysis of Performance.

1.3 SCOPE OF THE MIG ANALYSIS

This analysis is concerned with the performance of the MIG program from January 1, 1976, to July 31, 1977. It focusses more upon the delivery of the program and less upon the overall impact than do the other two evaluations. This was a conscious strategy since it was felt that many of the effects of MIG would only be evident in the long run. After one and a half years, in July, 1977, only 15 per cent of the budget allocated had been committed. The program objectives are examined, and the mechanics of the delivery system are outlined. Program achievements to date are charted, and some tentative conclusions are drawn.

1.4 SUMMARY OF MAIN FINDINGS

- Over $20 million had been disbursed under the MIG program by July 31, 1977, in respect of 20,000 units for which 2,000 applications had been made.
- No accounting, monitoring or record has been required from the recipient municipalities, of the use to which MIG funds have been put.
- Municipalities consulted had not changed their development plans specifically to meet MIG program criteria.
- A disproportionate number of approvals, 30 per cent, went to municipalities of less than 10,000 population.
- A third of the funds have gone to Quebec, one-quarter to Ontario.
- Almost all MIG approvals in Ontario were for new land, but in Quebec and Saskatchewan most were for mature land.
- The sale/rental ratio of applications was one-third:two-thirds; half the sale units were row houses, 80 per cent of the rental units were apartments.
- The provincial average net area per project was under an acre.
- Quebec has achieved the highest densities, 23 units to the acre; Ontario the lowest, 14 units to the acre.
- Three-quarters of the units for which grant application was made were two and three-bedroom.
- Unit values in Quebec were generally lower than elsewhere.
- Almost half the applications which were refused exceeded the unit size criteria; one-fifth were less than 10 units to the acre.
- Ninety-six per cent of MIG applications were for units completed in under a year.

CHAPTER TWO

PROGRAM DETAILS

2.1 PROGRAM OBJECTIVES

The Municipal Incentive Grant Program was introduced as a component of the Federal Housing Action Program in November, 1975. The implicit goals were those stated by the Minister of State for Urban Affairs on November 3, 1975. It was not until the following spring that the specific program objective was formulated: "to encourage municipalities to develop more land for modest-size housing units at medium density, and generally encourage the economic use of land."[1]

The General Memorandum outlining the MIG program design, criteria and procedures identified four program factors:

(a) a need for municipalities and provinces to examine their development standards and by-laws in light of accelerated costs, to attempt to provide suitable family housing at medium densities;

(b) a need to encourage municipalities to speed up the subdivision approval process;

(c) a need to encourage the development of mature lands that are already adequately serviced; and

(d) a need to accelerate subdivision development in many areas of the country.

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[1] CMHC General Memorandum, The Municipal Incentive Grant Program, B-1060, March 24, 1976.

2.2 THE PROBLEMS MIG WAS DESIGNED TO ADDRESS

Incentives to municipalities for moderate-cost housing were provided for in the Federal Housing Action Program specifically to increase the supply of approved, adequately serviced land. The lack of a substantial supply of such land was seen to be inhibiting the production of modest-cost housing in many market areas.[1] Since the Assisted Home Ownership Program and the Assisted Rental Program would be channelling demand into modest-cost housing, it was seen as essential that municipalities approve an increased number of land development projects, both private and public, to meet this demand.

The MIG program was designed to encourage infilling and discourage sprawl. Grants under the program would be for medium-density development. The original CMHC proposal had an addendum (later rejected) that grants be restricted to projects not more than six storeys above ground and that all two-bedroom and larger housing units would have their entrances within one storey of the ground. In addition, it was recognized that municipalities tend to lose money on medium-density housing because the tax revenues generated are low in relation to servicing costs. They are accordingly reluctant to service land for projects of this type and to approve development proposals.[2]

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[1] CMHC Federal Housing Action Program, Cabinet Memorandum, October 24, 1975.

[2] Evidence cited in the Cabinet Memorandum from North York Planning Department Report, 1976.

The argument that led to the adoption of the MIG program countered opposition to medium-density housing. The rationale was that this form of housing is ideal for the longer term: it is suitable for family living, adaptable to adult life-styles, and much more energy-efficient and land-conserving than single-detached forms of housing. It was argued that in the major market areas, prevailing land prices make it likely that this type of housing will fall within modest price limits.

The Municipal Incentive Grant is a direct assistance payment from the federal government to municipalities; the only provincial involvement that was sought initially was concurrence with the program. However, after the program was announced, Ontario and British Columbia added some conditions to implementation of the program in their provinces.

Ontario stipulated that every municipality wishing to benefit from the program should first obtain a designation certificate from the Ministry of Housing. This certificate would be issued by the Ministry upon receipt of a resolution from the Municipal Council stating that the monies received would be used to assist in the production of housing. This was required only once, prior to the first application. An annual statement of expenditures is required by the Ministry from each recipient municipality.

British Columbia "stacked" $500 on top of the $1,000 federal grant within the federal-provincial agreement. While unit size and value criteria of the British Columbia Department of Housing were identical to those of the MIG program, unit density requirements differed. The density range for units in core areas of larger urban areas is 45 to 60 units per acre, while in municipalities with a population of less than 10,000 the minumum density requirement is lowered to eight units per net acre. These densities are above and below the density maxima and minima permitted under the MIG program. On February 1, 1977 the provincial grant was raised to $1,000.

The provinces of Alberta, Quebec and Nova Scotia require applications to pass through them before they are submitted to CMHC. In addition, Nova Scotia requires the municipality to obtain provincial approval of the use to which they intend to put the grant before submitting an application to CMHC.

2.3 PROGRAM DESIGN

The Municipal Incentive Grant Program provides $1,000 per housing unit to municipalities that issue a building permit for modest-sized, medium-density housing within the price maximum established for that municipality by the Assisted Home Ownership Program. Because the program was designed to require a minimum of involvement by field staff, strict guidelines were

were drawn up and have been rigidly enforced. Although the MIG program guidelines on unit eligibility are based on the other FHAP programs, significant differences are apparent. The unit eligibility guidelines for AHOP and ARP are reproduced below.[1]

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[1]AHOP unit eligibility - qualifying units are new previously unoccupied units on which the mortgage is NHA insured (or privately insured when units designated) having a minimum 5-year term and 25-year amortization. Its cost or selling price must be below the maximum price (MHP) and be supported by the CMHC lending value. Units on which CMHC 1921 designation was issued in 1975 are also qualified. (Quoted from CMHC G.M. B-1062, March 26, 1976.)

ARP project eligibility - qualifying projects must have:
(i) a minimum size of 8 (less at Regional Office discretion only)
(ii) maximum floor areas as shown below.

TABLE A - MAXIMUM FLOOR AREAS
TYPE OF STRUCTURE

Unit	Non-apt. forms	In all apt. forms
Studio		400 sq. ft.
1 Bedroom	650 sq. ft.	600 sq. ft.
2 Bedroom	900 sq. ft.	800 sq. ft.
3 Bedroom	1,100 sq. ft.	1,000 sq. ft.
4 Bedroom	1,300 sq. ft.	1,200 sq. ft.

Dwelling unit floor areas are calculated as Gross Floor Areas for all non-apartment forms, but Net Floor Areas for apartment forms. Individual units in a project may exceed the CMHC floor area maxima, provided that the average square footage per unit in the project as a whole does not exceed the weighted average per unit calculated by using the CMHC floor area maxima.

Notwithstanding the maximum size in Table A the Corporation will approve only those applications that produce modest rental accommodation by the standards of the local market. The maximum price limits established for AHOP apply as well to units under the program. (Quoted from CMHC G.M. B-1067, March 30, 1976.)

MIG is the only FHAP program to require the following qualifying criteria: maximum unit size, minimum and maximum unit densities and unit value limits. Further differences occur within each of these criteria.

(a) The maximum allowable square footage, although identical to the limits established under ARP, is a requirement for every unit in order to qualify under the program. ARP, however, allows a weighted average. It will be seen in Chapter Three that oversized units account for one-half of all MIG refusals. An averaging provision would undoubtedly have turned the majority of these into approvals.

(b) The minimum and maximum densities, required only for the MIG program, establish two density ranges: (i) for "mature" lands that have been serviced for five years or more; and (ii) for "new" lands that have been serviced for less than five years. These ranges are 10 to 45 units per net acre for mature land, and 10 to 30 units per net acre for all other lands.

(c) The unit value limits for the MIG program are identical to AHOP and ARP with respect to NHA ownership units, but for rental units and non-NHA ownership units a valuation method requires the municipality to provide a municipal assessment of the unit and the factor to bring the assessed value to market value. The CMHC branch appraiser then checks that the factor is correct, using NHA projects of similar housing forms and densities as benchmarks.

The MIG program covers only new dwelling units that have received a building permit or its equivalent after November 1, 1975 and before the close of business on December 31, 1978. The grant is to be paid to a municipality within 30 days following the date of notification by the municipality that the housing project is available for occupancy and the municipality has provided the local CMHC office with necessary information.

2.4 BUDGETARY ALLOCATION

Total budgetary take-up under the MIG program has been estimated at $128 million until the end of 1978; $16.6 million was allocated for 1976, and $40 million for 1977. The problems associated with forecasting take-up under the MIG program are cutlined in Chapter Four.

CHAPTER THREE

PROGRAM ACHIEVEMENTS TO DATE

This chapter describes the program profile of the Municipal Incentive Grant Program from January 1, 1976, to July 31, 1977, based on data contained in the grant application forms. The steps involved in applying for and obtaining the grant, including the relevant forms, are described in Appendix A.

The main thrust of this initial evaluation of the MIG Program has been to document where the grants have gone. A further concern has been to establish so far as possible from available data whether or not the take-up characteristics indicate that the program objectives are being met. The program profile accordingly gives information on the geographic distribution of grant approvals and refusals, the type of land involved and dwelling characteristics. The chapter is divided as follows: section 3.1 and 3.2 describe provincial and municipal take-up, by applications and by selected characteristics; sections 3.3, 3.4 and 3.5 describe the findings on size, density and value criteria.

3.1 PROVINCIAL TAKE-UP

Table 3.1 describes the distribution of MIG applications by province in total, by approval and by refusal, to the end of July, 1977. The MIG program is described in the table in terms of units, since this

TABLE 3.1

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
DISTRIBUTION OF APPROVALS AND REFUSALS BY PROVINCE

Province	Approvals		Refusals		Rate	Totals	
	Units	Per Cent	Units	Per Cent	Per Cent	Units	Per Cent
Newfoundland	713	3.6	19	0.6	2.6	732	3.1
Prince Edward Island	-	-	-	-	-	-	-
Nova Scotia	341	1.7	413	12.1	54.8	754	3.2
New Brunswick	1,294	6.4	66	1.9	4.9	1,360	5.8
Quebec	6,658	33.3	1,205	35.3	15.3	7,863	33.6
Ontario	5,526	27.6	590	17.3	9.6	6,116	26.1
Manitoba	258	1.3	32	0.9	11.0	290	1.2
Saskatchewan	1,070	5.3	125	3.7	10.5	1,195	5.1
Alberta	1,939	9.7	333	9.8	14.7	2,272	9.7
British Columbia	2,219	11.1	630	18.4	22.1	2,849	12.2
Yukon / Northwest Territories	-	-	-	-	-	-	-
TOTAL	20,018	100.0	3,413	100.0	14.6	23,431	100.0

SOURCE: Central Mortgage and Housing Corporation, Land Assembly and New Communities Division, Municipal Incentive Grant Program, Program Activity Report, Section 56.2 NHA, July 31, 1977.

also indicates thousands of dollars disbursed. There appears to be no discernible pattern of greater take-up amongst either the "have" or the "have-not" provinces. Although Newfoundland got a higher proportion of MIG funds than its share of the national population would appear to warrant, Prince Edward Island has received no funds, and Nova Scotia only 1.7 per cent of the total. Similarly, although Saskatchewan has received 5.3 per cent of MIG funds thus far, Manitoba has received only 1.3 per cent.

The rate of refusals varies widely. Nova Scotia had more than half of its applications turned down, by far the highest refusal rate of all the provinces. Quebec had the highest number of refusals and accounted for over a third of all applications that were not approved. In both provinces the major reasons for refusal were oversized units and failure to meet the density requirement of 10 units to the acre. The units that were turned down were predominantly single or semi-detached, although a few mobile homes failed to qualify on density as well.

The national distribution of reasons for refusal is shown in Table 3.2. Clearly, the size criteria (described in section 2.3 of Chapter Two) have been the major factors involved in units failing to qualify for MIG. This could well be due to a lack of understanding by municipalities that for MIG, unlike ARP, every unit must qualify on the basis of size. During the data analysis it became clear that many applications contained some units that were approved and others that were refused.

TABLE 3.2

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
DISTRIBUTION OF REFUSAL REASONS

Reason	Frequency Per Cent[1]
Over size limit	49.0
Does not meet density limits	20.6
Exceeds AHOP value	10.6
Building permit issued prior to Nov. 1, 1975	1.0
Not ready for occupancy	1.9
Over size and value limits	7.0
Over size and under density limits	1.3
Other	8.6
Total	100.0

SOURCE: MIG Evaluation Computer File, August 1977

File based on CMHC Form 1958, "Application - Municipal Incentive Grant". On July 31, 1977, 2,168 cases were recorded on file at Central Mortgage and Housing Corporation. Note that not all applications were fully documented; therefore table totals may vary slightly.

[1] N = 699 cases.

This table and subsequent tables may not total 100 per cent due to rounding.

TABLE 3.3

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
PERCENTAGE DISTRIBUTION OF GRANT BY LAND TYPE BY PROVINCE

Province	New Land	Mature Land	Both
	Per Cent	Per Cent	Per Cent
Newfoundland	45.1	54.9	-
Prince Edward Island	-	-	-
Nova Scotia	78.6	21.4	-
New Brunswick	83.1	16.9	-
Quebec	25.4	67.9	6.7
Ontario	94.2	5.8	-
Manitoba	47.4	52.6	-
Saskatchewan	21.0	79.0	-
Alberta	49.0	51.0	-
British Columbia	53.4	46.6	-
Canada	58.0	39.7	2.3
Yukon/Northwest Territories	-	-	-
Canada	58.0	39.7	2.3

SOURCE: MIG Evaluation Computer File, as Table 3.2.

The provincial distribution of grants by land type is described in Table 3.3 The table shows a wide variation in the ratio of new and mature land contained in the MIG applications. The explanations offered are almost as diverse. Where the split is fairly even, some grant funds went to small communities and some to infill sites in larger centres. In Nova Scotia and New Brunswick, the bulk of the grants went to new subdivision development on the outskirts of the larger metropolitan areas. In Quebec and Saskatchewan, the grant appears to have encouraged the municipal approval process for existing subdivisions. Ontario applications were almost all for new land, where presumably very little fully serviced land waits as long as five years to be developed, while infill land within larger urban areas is too expensive to be developed at less than 45 units to the acre.[1]

3.2 MUNICIPAL TAKE-UP

Since MIG is a program transferring funds from the federal budget to municipalities, the second focus of data analysis has been on municipal size. Table 3.4 illustrates the distribution of approvals by size of municipality. Comparative statistics are shown for Canadian urban centres

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[1] An Evaluation of the Municipal Incentive Grant Program, submission by the Ontario Municipal Liaison Committee, March 9, 1977.

TABLE 3.4

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
DISTRIBUTION OF APPROVALS BY SIZE OF MUNICIPALITY

Size of Municipality (Population)	Units [1]	Canadian Urban Population [2]	Projects [3]	Average Project Size
	Per Cent	Per Cent	Per Cent	Units
1,000,000 and over	3.6		4.9	5.9
Over 200,000 to 1,000,000	14.6	62.4	16.9	6.9
Over 100,000 to 200,000	18.6		17.2	8.6
Over 50,000 to 100,000	8.8	11.8	9.9	7.0
Over 25,000 to 50,000	12.8		14.5	7.0
Over 10,000 to 25,000	11.4	10.7	8.0	11.4
Up to 10,000 population	30.0	15.1	28.7	8.3
TOTAL	100.0	100.0	100.0	

SOURCE: MIG Evaluation Computer File, as Table 3.2.

[1]Units = 16,023.

[2]Canadian Urban Population = 16,410,800 (Statistics Canada, 1971 Census of Canada, Cat. 99-702 Vol V-1).

[3]Projects = 2,022.

as a whole, and although the population ranges differ slightly, it is clear that a disproportionate amount of MIG funds have gone to small urban centres of under 10,000 population.

At first appearance this pattern of take-up does not appear to be addressing those municipalities with the greatest perceived need for the program, since smaller municipalities below 10,000 population might be expected to sustain residential development at lower than 10 units to the acre. However, the take-up amongst smaller municipalities was anticipated.[1] The plausible explanations for their participation in the MIG program are that (i) the program has encouraged them to approve medium-density housing for the first time; (ii) prices in the smaller municipalities are more likely to fall below AHOP maximum house price limits; and (iii) the $1,000 grant is a greater incentive to a small municipality than it would be to a larger centre with more diverse sources of financing. The encouragement of medium-density residential development was seen at the time the FHAP initiatives were proposed as a useful contribution to the conservation of agricultural land and of energy resources.

The ratio of new to mature land for each municipal size category is shown in Table 3.5. The bulk of MIG funds for centres with population

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[1] CMHC Federal Housing Action Program, Cabinet Memorandum, October 24, 1975 (Appendix C).

TABLE 3.5

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
DISTRIBUTION OF GRANT BY LAND TYPE BY SIZE OF MUNICIPALITY

Land Type	Size of Municipality						
	1,000,000 and over	Over 200,000 to 1,000,000	Over 100,000 to 200,000	Over 50,000 to 100,000	Over 25,000 to 50,000	Over 10,000 to 25,000	Up to 10,000
	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
New	33.7	82.0	70.3	49.8	75.5	23.6	58.6
Mature	36.7	18.0	29.7	50.2	24.3	76.4	41.4
Both	29.6	-	-	-	0.3	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0

SOURCE: MIG Evaluation Computer File, as Table 3.2.

between 100,000 and one million has gone for new land, presumably to rapid growth areas. Grants to centres with population between 50,000 and 100,000 were evenly split between new and mature land, but population centres between 25,000 and 50,000 received 76 per cent of MIG funds for development of new land. This situation was exactly reversed for the 10,000 to 25,000 category, but the smallest centres again received more funds for new land. This uneven pattern of take-up by land type suggests that the rate of growth of each of these urban size categories may have contributed to the emphasis on new or mature land, with the slower growing centres encouraging infill and faster growth centres favouring suburban development.

3.3 UNIT SIZE CRITERIA

Table 3.6 gives the national distribution of MIG applications by bedroom count and livable floor area, split by type into ground-oriented and apartment dwellings. The ground-oriented dwellings are predominantly three-bedroom units, smaller on the average than the maximum permitted under the size criteria. Apartment dwellings, on the other hand, range from bachelor to four-bedroom, although the largest number of two-bedroom units. The average livable floor area of the three-bedroom apartment unit is above the maximum, but the data includes refusals. In total it can be seen that 75 per cent of MIG applications were for two- and three-bedroom units, a positive indicator of "modest" housing.

TABLE 3.6

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
AVERAGE SQUARE FEET BY BEDROOM COUNT, GROUND-ORIENTED AND APARTMENT DWELLING TYPE

Bedroom Count	Ground Oriented Dwellings	Distribution[1]	Apartment Dwellings	Distribution[2]	Distribution[3] All Dwellings
	Sq. Ft.	Per Cent	Sq. Ft.	Per Cent	Per Cent
Bachelor	n/a	n/a	338	7.8	3.2
One	542	4.0	543	30.7	18.4
Two	849	13.5	739	38.8	35.2
Three	1,019	76.	1,094	21.8	40.4
Four	1,206	5.8	1,047	0.8	2.5
Over Four	1,184	0.7	1,235	0.1	0.3
Total		100.0		100.0	100.0

SOURCE: MIG Evaluation Computer File, as Table 3.2.

[1] N = 1950

[2] N = 1210

[3] N = 3192

TABLE 3.7

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
DISTRIBUTION OF APPLICATIONS BY UNIT TYPE AND TENURE

Unit Type	Sale	Rental	Total
	Per Cent	Per Cent	Per Cent
Single	10.8	0.4	4.1
Semi-detached	24.3	5.0	11.8
Row	47.6	9.1	22.7
Stacked	2.4	2.8	2.6
Mobile	5.2	0.7	2.3
Apartment	7.7	80.5	54.8
Other	2.0	1.5	1.7
Total	100.0	100.0	100.0

SOURCE: MIG Evaluation Computer File, as Table 3.2.

3.4 UNIT DENSITY CRITERIA

A national breakdown of the type and tenure of units applying for MIG is given in Table 3.7. The distribution indicates that over three-quarters of the applications are for medium-density housing forms, that is, row housing and apartments.

The density and economic use of land in projects for which municipalities are applying for MIG funds is shown in Tables 3.8 and 3.9. It is clear that most municipalities have understood the density criteria of the program and are applying for units that fit the guidelines. The tables show that the bulk of the projects fall at the lower end of the density scale. In British Columbia, where provincial stacking has both lowered and raised the density limits, the trend appears no higher than other provinces except in the over 100,000 to 200,000 population size category. The highest overall density appears to occur in Quebec, where the provincial average is 23.3 units per acre. The findings in the two tables are not entirely consistent; based on empirical experience with the application form, the units per acre are more likely to be correct than the net area statistic, since the latter was not always understood or correctly computed.

The average number of units in each project are shown in Table 3.10, crosstabulated by province and municipal size. Apart from the spurious value for Ontario municipalities under 10,000 population, caused by a few municipalities applying singly for a large number of units within the same project,

TABLE 3.8

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
AVERAGE NET AREA OF PROJECTS BY PROVINCE AND SIZE OF MUNICIPALITY

Size of Municipality	Province								
	NFLD	NS	NB	QUE	ONT (acres)	MAN	SASK	ALTA	BC
1,000,000 and over	-	-	-	0.59	0.66	-	-	-	0.34
Over 200,000 - 1,000,000	-	0.11	-	0.69	0.13	0.19	-	1.45	-
Over 100,000 - 200,000	1.64	-	0.19	0.70	1.13	-	0.34	-	0.39
Over 50,000 - 100,000	-	0.89	-	0.19	2.60	-	-	-	-
Over 25,000 - 50,000	0.25	-	-	2.13	0.14	1.38	2.12	0.67	0.44
Over 10,000 - 25,000	-	1.00	-	0.39	1.76	-	0.65	-	0.69
Up to 10,000	0.45	0.71	0.43	0.48	1.94	0.81	0.91	0.60	0.93
Provincial Average	0.75	0.69	0.22	0.43	0.89	0.37	0.60	0.78	0.64

SOURCE: MIG Evaluation Computer File, as Table 3.2.

TABLE 3.9

MUNICIPAL INCENTIVE GRANT PROGRAM 1976- 77
UNITS PER ACRE PER PROJECT BY PROVINCE AND SIZE OF MUNICIPALITY

Size of Municipality	Province								
	NFLD	NS	NB	QUE	ONT	MAN	SASK	ALTA	BC
	(Units Per Acre)								
1,000,000 and over	-	-	-	19.7	15.7	-	-	-	15.3
Over 200,000 - 1,000,000	-	15.5	-	29.2	14.9	14.8	-	17.3	-
Over 100,000 - 200,000	17.4	-	13.6	24.0	16.8	-	15.2	-	40.8
Over 50,000 - 100,000	-	17.7	-	21.3	12.6	-	-	-	-
Over 25,000 - 50,000	14.3	-	-	26.7	12.7	14.0	28.4	24.0	13.3
Over 10,000 - 25,000	-	10.0	-	24.2	19.7	-	27.4	-	17.2
Up to 10,000	13.2	17.9	27.7	23.7	15.6	20.4	15.8	19.4	17.3
Provincial average	14.7	17.4	15.3	23.3	13.9	16.1	16.9	20.4	16.5

SOURCE: MIG Evaluation Computer File, as Table 3.2.

project sizes are generally small. The definition of a project for Table 3.10, however, cautions against interpreting this to mean that all MIG projects are small: a project is defined as the average number of units for which a municipality applied for a grant. Obviously the municipality would not apply for units it knew to be ineligible.

3.5 VALUE CRITERIA

Table 3.11 shows the median values of units qualifying for the incentive grant. These values are well below the maximum house price limits of the Assisted Home Ownership Program, mainly due to the downward weighting of apartment rental units. In all size categories Quebec values are well down towards the bottom of the range, if not at the bottom. Ontario has the most expensive units; the municipalities under 10,000 population have median values greater than all other sizes but the one million and over. British Columbia unit values are comparatively modest.

TABLE 3.10

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
AVERAGE NUMBER OF UNITS IN PROJECT BY PROVINCE
AND SIZE OF MUNICIPALITY

Size of Municipality	Province								
	NFLD	NS	NB	QUE	ONT	MAN	SASK	ALTA	BC
	(Units Per Project)								
1,000,000 and over	-	-	-	1	8	-	-	-	1
Over 200,000 to 1,000,000	-	*	11	32	1	2	1	4	-
Over 100,000 to 200,000	18	-	-	2	2	-	-	-	*
Over 50,000 to 100,000	-	*	-	2	30	-	-	*	-
Over 25,000 to 50,000	2	-	-	15	1	*	*	6	2
Over 10,000 to 25,000	-	*	-	3	*	-	12	-	4
Up to 10,000	2	4	12	4	275	1	6	4	8

SOURCE: MIG Evaluation Computer File, as Table 3.2.

*Fewer than five cases.

TABLE 3.11

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
MEDIAN VALUES OF UNITS BY PROVINCE AND SIZE OF MUNICIPALITY

Size of Municipality	Province								
	NFLD	NS	NB	QUE	ONT	MAN	SASK	ALTA	BC
	(Dollars)								
1,000,000 and over	-	-	-	30,700	44,100	-	-	-	36,000
Over 200,000 to 1,000,000	-	36,250	-	22,500	35,000	34,500	-	34,000	-
Over 100,000 to 200,000	30,700	-	20,000	22,500	34,000	-	34,500	-	39,500
Over 50,000 to 100,000	-	31,000	-	22,800	34,000	-	-	-	-
Over 25,000 to 50,000	31,600	-	-	29,000	36,000	22,000	24,800	27,400	26,000
Over 10,000 to 25,000	-	31,000	-	22,100	34,000	-	21,900	-	32,500
Up to 10,000	20,000	31,000	34,500	22,000	38,000	23,100	20,300	31,000	33,000

SOURCE: MIG Evaluation Computer File, as Table 3.2.

CHAPTER FOUR

PROGRAM COSTS

The Municipal Incentive Grant Program has presented a real problem in forecasting likely take-up of funds. Essentially, the Land Assembly and New Communities Division has to rely on the Notice of Anticipated Grant (CMHC 1957) submitted to CMHC local offices by municipalities. This form does not require any detail beyond the number of projects and units for which grant applications may be anticipated. It is likely, therefore, that many notices were submitted in respect of projects for which municipalities will never make grant applications, particularly in the early stages before the program criteria were clearly understood.

4.1 TIME-LAGS IN THE MIG APPLICATION PROCESS

One method of estimating the percentage of anticipated grant notices for which applications will never be received is to examine the time-lag between issuance of a building permit and notification of project readiness.

These are presented in Table 4.1. Clearly, notices of anticipated grant outstanding beyond 12 months have a low likelihood of MIG take-up. The manual compilation of notices, and matching notices to completed applications, makes forecasting the likely uncompleted applications more difficult. However, it is predictable that at least 40,000 units will likely not have applications completed, and thus approximately half the 1977

TABLE 4.1

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
DISTRIBUTION OF TIME-LAG BETWEEN ISSUANCE OF BUILDING PERMIT AND PROJECT READY FOR OCCUPANCY

Time-Lag	Approvals (Per Cent)	Refusals (Per Cent)
0 - 3 months	23.2	27.2
4 - 6 months	30.3	23.4
7 - 9 months	29.4	25.6
10 - 12 months	12.8	17.6
13 - 15 months	2.9	4.5
16 - 18 months	0.5	-
Over 18 months	0.8	1.7
Total	100.0	100.0

SOURCE: MIG Evaluation Computer File, August, 1977, as Table 3.2.

MIG budget allocation will not be required. This program has a cash flow requirement, and a commitment to grant payment within 30 days of grant approval. Thus high confidence limits have to be established before such funds are reallocated elsewhere.

The striking fact contained in Table 4.1 is the extremely high proportion of completions within 12 months under the MIG program. When compared with national starts-completions time-lags by dwelling type to 1975 (Table 4.2), it can be seen that units qualifying for the grant are completed much faster than the national average, especially when the majority of grant-qualifying units are row and apartment type. The MIG statistics describe the time between a municipality's issuing a building permit and notifying CMHC that the project is ready for occupancy. The national statistics describe a shorter period, however--the time between pouring the foundations and completion of a unit. When the extra month's average time between issuing a building permit and starting construction is also considered, the difference becomes even more marked.

4.2 FORECASTING TAKE-UP VIA HOUSING STARTS DATA

A second predictor of MIG funds take-up is annual housing starts data. On the basis of the relationship of MIG trends to starts data, broken down into NHA and non-NHA financed, and into apartment and other dwellings, Land Assembly and New Communities Division produced estimates of annual program take-up. The extrapolation of this take-up to 1981 is shown in Table 4.3.

TABLE 4.2

STARTS-COMPLETIONS TIME-LAGS BY DWELLING TYPE 1974-75

Year of start	Dwelling Type											
	Single			Double			Row			Apartment		
	0 - 6	7 - 12	Over 12	0 - 6	7 - 12	Over 12	0- 6	7 - 12	Over 12	0 - 6	7 - 12	Over 12
1974	57.2	35.4	7.4	44.3	39.7	16.0	12.4	57.0	30.6	12.4	31.7	56.1
1975	62.2	34.6	3.2	49.7	43.4	6.9	20.9	56.9	22.2	20.9	48.2	31.4

SOURCE: Statistics Canada, Starts-Completions Time Lags -- 1976, unpublished.

TABLE 4.3

MUNICIPAL INCENTIVE GRANT PROGRAM 1976-77
FORECAST OF FUNDS TAKE-UP

Year	Units	Rejection Factor[1] (Per Cent)	Estimated Eligible Units	Year					
				1976	1977	1978	1979	1980	1981
				(000s Units and Dollars)					
1976	58,000	46	31,500	2.4	25.0	4.1	-	-	-
1977	50,000	15	42,500	-	8.0	30.0	4.0	0.5	-
1978	60,000	10	54,000[2]	-	-	10.0	34.0	9.0	1.0
Totals			128,000	2.4	33.0	44.1	38.0	9.5	1.0

SOURCE: CMHC, Land Assembly and New Communities Division, Program Forecast.

Assumptions: [1]Lower rejection factor in 1977 and 1978 due to altered notification procedure and increased program awareness.

[2]Increase in medium-density starts due to market demand and municipal initiatives.

The rejection factor used reflects a heightened program awareness in 1977, and appears to be borne out by program trends. Thus, although notices of anticipated application for municipal incentive grants which have been outstanding for over 12 months are unlikely to be completed, notices received during 1977 have a higher probability of funds take-up. Indeed over $20 million had been disbursed by July 31, 1977, close to the program division forecast.

The implications from both the time-lags data and the forecasts based on housing starts appear to be that, after a slow start, program take-up is beginning to accelerate and could absorb the $128 million forecast.

CHAPTER FIVE

PROGRAM OVERVIEW

5.1 PROGRAM OBJECTIVES AND PROGRAM PERFORMANCE

In this evaluation it has been extremely difficult to distinguish between specific market behaviour attributable to the Municipal Incentive Grant Program and behaviour that would have happened in any case. Although there is evidence that the program is meeting its objectives, there is no proof that the MIG program has encouraged municipalities to develop more land for modest-size housing units at medium density and to use land economically than they would otherwise have done. In fact there appears to be a wide consensus at the municipal level that the MIG money is "just gravy".

In the absence of available data the question of whether or not the land development process has been speeded up by MIG--that is, whether more land has been serviced and brought onto the market since the MIG program than prior to its inception--has not been addressed. The data has yielded a profile on the type of land utilized for projects under MIG. There appears to be a trend towards infilling, that is, using up land which has been serviced for five or more years in slow growth areas. Conversely, there is a greater program take-up on new land, that is, land serviced within the past five years, in areas which have experienced a substantial rate of residential growth. Some municipal case studies would be helpful to confirm these trends.

On the housing side, some trends in modest-sized housing and density can be examined. The trends in livable floor area of NHA-insured new housing for 1975, 1976 and the first half of 1977 were analyzed (see Appendix B). The data refers to ownership housing only. Although rental information can be analyzed along similar lines, it is more likely that the Assisted Rental Program rather than MIG has influenced rental market behaviour to any measurable extent.

Two sets of data were run: NHA new housing, all lots; and NHA new housing with lots between 968 and 4,356 square feet only (that is, within the MIG program density criteria of 10 to 45 units per acre). The trend appears to be towards a slight reduction in livable floor area, but this is not a very significant reduction.

Another indicator of influence brought to bear on the housing market could be the trends in starts by dwelling type: the overall increase of each type and their share of the market. This is reproduced in Table 5.1. It can be seen that row housing was experiencing a large increase in starts in 1975, before the Federal Housing Action Program was announced. Furthermore, the increase continued even more strongly in 1976. Its share of housing starts in 1977 has diminished only slightly, in favour of semi-detached and duplex dwelling types. The single detached dwelling's share of starts has declined proportionally since 1975, and has dropped to 47.1 per cent between January and June of 1977.

TABLE 5.1

DWELLING STARTS BY TYPE, CANADA

Dwelling Type	Year									
	1973		1974		1975		1976		1977 Jan. - June	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
Single detached	131,552	49.0	122,143	55.0	123,929	53.5	134,313	49.2	49,952	47.2
Per cent change			-7.1		1.5		8.4			
Semi-detached and duplex	13,235	4.9	11,023	5.0	15,403	6.7	15,890	5.8	8,181	7.7
Per cent change			-16.7		39.7		3.2			
Row	17,291	6.4	14,932	6.7	21,763	9.4	33,676	12.3	11,789	11.1
Per cent change			-13.6		45.7		54.7			
Apartment and other	106,451	39.6	74,025	33.3	70,361	30.4	89,324	32.7	36,053	34.0
Per cent change			-30.5		-4.9		27.0			
Total	268,529	100.0	222,123	100.0	231,456	100.0	273,203	100.0	105,975	100.0
			-17.3		4.2		18.0			

SOURCE: CMHC, Canadian Housing Statistics, 1976 (Table 9).

CMHC, Data Services Division, Monthly Housing Statistics (Series A.1).

To summarize the performance of the Municipal Incentive Grant Program in terms of its stated objectives--encouraging municipalities to develop more land for modest-size housing units at medium density, and generally encouraging the economic use of land--the case is tentatively proven. Some eight per cent of completions[1] from the second quarter of 1976 to the end of the first quarter of 1977[2] have qualified for the grant, a significant influence, perhaps, if it were possible to isolate decisions to build at higher density than would have occurred without the grant incentive. At an average of only four per cent of the value of dwelling units which qualified for the grant, decisions to amend site plans, rezone or alter structural detail could easily cost more than the grant on a per unit basis.

5.2 THE SUCCESS OF MIG IN MEETING SPECIFIC OBJECTIVES

(i) Development Standards and By-Laws

To what extent have municipalities and provinces examined their development standards and by-laws in the light of accelerated costs to attempt to provide suitable family housing at medium densities? The only way to measure such examination would be a nationwide survey of municipalities, or a sample survey at the least. That has not been attempted

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[1] CMHC, Canadian Housing Statistics, 1976. CMHC, Data Services Division, Monthly Housing Statistics, Table A.1.

[2] Assumes delay in receipt of completed and approved application forms.

for this evaluation.[1] It would be difficult to isolate the influence of MIG from other variables playing a large role in municipal finances, notably the inflationary pressures almost all municipalities are experiencing. It is far from proven, moreover, that building "suitable family housing at medium densities" makes economic sense for a municipality. Many journal articles and studies have defended or attacked the notion that single detached dwellings are heavier on the municipal assessment base than higher-density residential development.[2] Assuming that a residential unit built today has a life expectancy of 50 years, with average annual taxes of say $500, a $1,000 grant is not a significant factor in the approval decision.

(ii) Approval Process

The second factor to be examined is whether or not the grant has encouraged municipalities to speed up the subdivision approval process. Whilst the MIG data indicate that the starts-completions time-lag has been shorter than the national average (Tables 5.1 and 5.2), there is no readily available data series on the municipal subdivision approval process. Clearly,

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[1]This could be included in the study of MIG being funded by CMHC under the Open Fellowship Program, 1977-78.

[2]See for example:

-Real Estate Research Corporation, The Costs of Sprawl (Washington, D.C.: April, 1974).

-Ruth L. Mace and Warren Wicker, Do Single Family Homes Pay Their Way?: A Comparative Analysis of Costs and Revenues for Public Services. (Washington, D.C.: Urban Land Institute, Research Monograph No. 15, 1968).

if municipalities wish to benefit under MIG, they will have to issue building permits for qualifying units before the terminal date of the program, December 31, 1978.

A distorting factor for apartment approvals since early 1976 has been the Assisted Rental Program. Again there has been pressure from investors on developers, and thereby on municipalities, to accelerate rental development to take advantage of the combined ARP-Capital Cost Allowance provisions before the expiry of the CCA on December 31, 1977. Obviously terminal dates tend to distort the free operation of affected sectors of the market, and make assessing program impact difficult.

(iii) Mature Lands

The third factor to be examined is whether or not the MIG program has encouraged the development of mature lands that are already adequately serviced. An examination of the grant applications by province and municipal size (Tables 3.3 and 3.5) revealed trends towards new land and mature land which varied with residential growth rates. The evidence tends to support the argument that MIG has encouraged the development of mature, adequately serviced lands, in slow growth areas.

(iv) Subdivision Development

Lastly, the influence of MIG on the acceleration of subdivision development in many areas of the country has to be assessed. To reiterate a point made earlier, $1,000 a unit, paid to the municipality not the

developer, is unlikely to accelerate development decisions, unless all other market factors are favourable.

5.3 PROGRAM DESIGN

The MIG program was designed to be a one-shot, low administrative cost, budgetary expenditure; field staff involvement in the administration of the program was to be kept to a minimum. The guidelines were to be rigidly enforced. To this terse statement from the General Memorandum it should be added that MIG was a politically-oriented program, fostering a direct federal-municipal link, and paying only minimum respects to the provinces. Each of these design factors has had unfortunate side effects.

Firstly, for a minimum field involvement the MIG program design is faulty. The branch office is now required to send two telex messages a week to Land Assembly and New Communities Division at National Office, listing the notices of anticipated grants received and the applications for municipal incentive grants approved that week.[1] The GM states that: "this program is highly visible and sensitive and will require that regional and national offices are kept informed on a weekly basis". A Grant Register (CMHC 1959)[2] of each Notice of anticipated Grants received as well as each

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[1] See sample forms, Appendix A.

[2] Appendix A.

Application for Municipal Incentive Grant is kept at the local, regional, and National Offices. The advance notification of the grant approvals, copies of which are mailed to national and regional offices in any case, is required to provide the Minister of State for Urban Affairs with sufficient lead time to become involved in the disbursement to the municipalities within the 30 day turnaround commitment.

The grant approval process itself requires the involvement of no fewer than three key branch office personnel: the Branch Inspector, the Program Manager, Land Assembly, and the Branch Manager. The Branch Inspector must inspect the project almost immediately after the municipality notifies the CMHC office that the project is ready for occupancy, since payment is 30 days after this (see Appendix A, the MIG Management System).

Secondly, rigid enforcement of the MIG program guidelines has led to extensive criticism by municipalities. The criticism is concentrated upon the fact that MIG guidelines are inconsistent with those of AHOP and ARP. There are two inconsistencies: (i) unit size maxima--a weighted average per project is allowed under ARP whereas every unit must qualify under MIG, (ii) unit density criteria--MIG is the only program with such criteria. The fact that the MIG guidelines are inconsistent with those of AHOP and ARP is difficult to defend in the light of its inclusion in the FHAP package. It becomes even less defensible when other guidelines are obviously borrowed from AHOP and ARP.

The criticisms further contend that the guideline inconsistencies actually penalize efficiency. The penalty-for-efficiency argument runs as follows. If a developer can deliver housing units at medium density within the AHOP Maximum House Price, and he can build larger livable floor area units than the MIG guidelines specify, why should the municipality be penalized by refusal of the grant? In this case the developer has been more efficient than the program guidelines allow, whereas for these units to "qualify" for MIG, the livable floor area would have to be reduced by plan amendment, so that the housing consumer would get less room for the same money.

This argument was countered by CMHC, who suggested that if a developer could deliver larger units than the program allowed within AHOP price limits, then he could deliver smaller units that did qualify for the grant for even less money. This counter-argument ignored the economies-of-scale that the larger developers enjoy by using standard floorplans in their subdivisions. The terminal date of the MIG program alone meant that amending floorplans for a short-term program, unlikely to be renewed, made poor economic sense.

A further criticism of the program guidelines is that the density criteria apply in such a way that land requirements for such items as set-backs from railway right-of-ways are included in computing the density of

each project, whether or not this is part of the lot area of the units. These guidelines have required that a great deal of time and effort be spent poring over site plans and unit floorplans to ensure that there has been no contravention of the guidelines, all of which reduces the value of the grant to the municipality and increases the administrative cost to CMHC.

Finally, as a high-profile program MIG has not met expectations. While the majority of municipalities seem to be aware of the program, few if any of the electorate are aware of it. More personal disbursement of the grants may increase public knowledge of the program, but the qualifying criteria for the program are unlikely to be adequately understood.

On the provincial level the prevailing attitude appears to be negative. The program is seen as a combination of federal intervention at the municipal level with more ways to spend tax dollars ineffectively. British Columbia displayed sufficient interest to stack grants and to disburse the combined funds, but the net result is that few municipal politicians will be aware of federal involvement.

The one aspect of the MIG program hailed as positive is the "no strings attached" nature of the grant. However, various provinces have tacked on conditions of their own. Ontario, for example, has specified

that the grant be used for the production of new housing. From an evaluation standpoint this supposed "plus" is the final nail in the program's coffin: it cannot even be determined how $20 million has been spent.[1] It is easy to see that it only slightly alleviated municipal belt-tightening; it would be almost impossible to prove that it benefitted the occupany of new housing.

5.4 PROGRAM ADMINISTRATION

Throughout this evaluation, the MIG program has been found wanting in several respects. Firstly, it was conceived in haste and bears all the concomitant hallmarks: a poor data retrieval system; no detailed forecasts of funds take-up, necessitating the imposition of "caps" on the program via the criteria guidelines; very little consultation with either provincial or municipal governments before program announcement or since; and absolutely no idea of where the money would be spent and no means of monitoring its expenditure. The last three items have been discussed in the previous section. This section briefly examines the absence of a data retrieval system, which the August, 1977 evaluation highlighted.

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[1]This could be included in the study of MIG funded by CMHC under the Open Fellowship Program.

Secondly, although it was noted in the General Memorandum that "this Municipal Incentive Grant Program will be watched very closely by the public at large", little attempt was made in the initial stages of the program (prior to the announcement of details in the GM[1]) to establish a computer-based data retrieval system. So widely unsympathetic was the program set-up to a fast data retrieval system that a random grant-numbering system was established. It consisted of the MIG program number (174), the first letter of the municipality (O for Ottawa, etc.), whatever number was reached for that letter, and the number of the application for that municipality for that year, e.g. 174 - O 123/1 - 77.

Thirdly, when attempts were made to computerize the reporting system, after the MIG program was already operational, the magnitude of the task of conversion was exaggerated and conversion was rejected. The net result was that when the MIG evaluation data file was created, it involved more work than would have been required had the data been computerized earlier. Program take-up is now increasing at a rapid rate and manual file maintenance reduces the data manipulation possible. By adding post-evaluation data to the MIG evaluation file, a small on-line data base will be established. However, had the MIG program been properly conceived, the Notice of Anticipated Grants would have contained much more information and would have been a proper forecast of take-up trends.

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[1]CMHC General Memorandum B-1060, March 23, 1976.

APPENDIX A

DATA SOURCES

Data Source

The completed application forms received at CMHC National Office by the Program Director - Land Assembly up to July 31, 1977, have been used to create a detailed profile of the Municipal Incentive Grant Program (see Table A.1).

MIG program data have been maintained manually by the Land Assembly and New Communities Division, CMHC National Office. After the evaluation computer file has been verified against other manual records kept by the Division, it will form the basis for an on-going data retrieval system for applications and refusals.

Program Management System

Two CMHC forms are used in the administration of the Municipal Incentive Grant Program. The municipality completes form CMHC 1957 (Notice -- Anticipated Grants)[1] as it issues a building permit for a potentially eligible housing unit. This advance notification is for all units that the municipality believes fall within the density, size and value limits of the program. These forms are sent directly to the CMHC local office, except in Quebec, Alberta and British Columbia where they are sent to the provincial ministry, which then forwards them to the CMHC local office.

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[1] Table A.2.

TABLE A.1

SAMPLE APPLICATION FORM

Central Mortgage and Housing Corporation / Société centrale d'hypothèques et de logement — CMHC 1958

APPLICATION – MUNICIPAL INCENTIVE GRANT
DEMANDE – SUBVENTION D'ENCOURAGEMENT AUX MUNICIPALITÉS
NHA Section 56.2 / *Article 56.2 de la L.N.H.*

SUBMIT 4 COPIES TO CMHC
SOUMETTRE 4 COPIES À LA SCHL

APPLICANT / *DEMANDEUR*

Name and Address: (Municipality) / *Nom et adresse (Municipalité):*

FOR CMHC USE ONLY / *RÉSERVÉ À LA S.C.H.L.*

Office / *Bureau:* | Grant No. / *Subvention no:*

PROVINCE / *PROVINCE* | COUNTY / *COMTÉ* | MUNICIPALITY / *MUNICIPALITÉ*

LAND / *TERRAIN* ☐ New Subdivision / *Nouveau lotissement* ☐ Mature Land / *Terrain prêt pour l'aménagement*

PROJECT DETAILS / *DÉTAILS DU PROJET*

Total No. of units in project / *Nombre total de logements dans le projet*

NUMBER OF ELIGIBLE UNITS BY TYPE AND DISPOSAL
NOMBRE DE LOGEMENTS ADMISSIBLES SELON LE GENRE ET L'ALIÉNATION

House Type / *Genre de maison*	Units Eligible / *Logements admissibles*	Disposal / *Aliénation*	
		Sale / *Vente*	Rental / *Location*
Single / *Simple*			
Semi-detached / *Jumelée*			
Row / *En bande*			
Stacked / *Superposée*			
Mobile / *Mobile*			
Apartment / *Appartement*			
Other / *Autre*			
TOTAL			

Net area of site as per bldg. permit / *Surface nette de l'emplacement d'après le permis de const.* — Acres: — DENSITY / *DENSITÉ* — Units per acre: / *Log. à l'acre:*

Bedroom distribution of eligible units by number of units and sq. ft. per unit by ground / apt. type. / *Répartition du nombre de chambres des logements admissibles selon le nombre de logements et pi. car. par logement selon le genre de terrain ou appartement.*
NOTE: / *REMARQUE:* If project has different size units of each or any type, detail on separate page. / *Si le projet renferme des logements de différentes dimensions de chaque ou de tout genre, fournir ces détails sur une page distincte.*

Unit Type / *Genre de logement*	No. of Units / *Nombre de logements*	Per sq. ft. per unit / *Au pi. car. par logement*	
		Ground Oriented / *Axé sur l'extérieur*	Apartment / *Appartement*
Bachelor / *Studio*			
1 bedroom / *1 chambre*			
2 bedroom / *2 chambres*			
3 bedroom / *3 chambres*			
4 bedroom / *4 chambres*			
Over 4 bedroom / *Plus de 4 chambres*			
TOTAL			

Date bldg. permit or equivalent issued / *Date d'émission du permis de const. ou équivalent* — D./J. Mo./M. Yr./A.

Date project ready for occupancy / *Date où le projet était prêt pour occupation* — D./J. Mo./M. Yr./A.

GRANT REQUESTED / *SUBVENTION DEMANDÉE*

No. of eligible units / *Nombre de logements admissibles:* _____ X $1,000

IMPORTANT / *IMPORTANT*

Confirm by (✓) that the following documentation is attached
Confirmer en peintant (✓) que les documents suivants sont ci-joints

- ☐ Copy of the building permit or equivalent / *Copie du permis de construire ou de son équivalent*
- ☐ Property description including Plan No., Lot No. or equivalent / *Description de la propriété y compris le numéro du levé, le numéro de lot ou l'équivalent*
- ☐ Sketch plan or site showing net acreage and no. of units / *Croquis de l'emplacement indiquant la surface nette et le nombre de logements*
- ☐ Proof of value of units / *Preuve de la valeur des logements*
- ☐ Unit sizes meet established regulations / *Les dimensions des logements répondent aux exigences des règlements établis*

Confirm by (✓) that the following criteria are met
Confirmer en peintant (✓) que les points suivants sont en règle

- ☐ The project is ready for occupancy / *Le projet est prêt pour occupation*
- ☐ Siting of units conforms to planning by-laws / *La situation des logements sur l'emplacement est conforme aux règlements d'urbanisme*
- ☐ Municipal services to occupancy stage / *Les services municipaux sont au stade permettant l'occupation*
- ☐ Units in mobile home projects have CSA Z 240 certificates, are permanently positioned on site, and are ready for occupancy. / *Les maisons des projets de maisons mobiles sont certifiées en vertu d'un certificat A.C.N.O.R. Z 240, sont placées en permanence sur l'emplacement et sont prêtes pour occupation.*

This application is to the best of our knowledge true and accurate. Additional information supporting this application is available to CMHC on request.

Les renseignements fournis dans cette demande sont, au mieux de notre connaissance, vrais et exacts. Toute information supplémentaire à l'appui de cette demande sera mise à la disposition de la S.C.H.L. sur demande.

Date: | Title / *Titre:* | Signature: (Authorized Signing Officer / *Représentant autorisé à signer*)

Cont'd

FOR CMHC USE ONLY / *RÉSERVÉ À LA S.C.H.L.*

INSPECTION / *INSPECTION*

Inspection of project completed *Inspection du projet parachevée*	Date:

This project is in conformity with the information supplied by the applicant as to density and unit size and eligible, within project guidelines.

☐ YES / *OUI* ☐ NO (State reason(s)) / *NON (Préciser raison(s))*

Ce projet est conforme aux informations fournies par le demandeur relativement à la densité et aux dimensions des logements, et il est admissible selon les lignes directrices sur les projets.

Date:	Name / *Nom:*	Signature: (Inspector / *Inspecteur*)

VALUE OF UNITS / *VALEUR DES LOGEMENTS*

Within AHOP maximum *Dans les limites maximales PAAP*	

Date:	Name / *Nom:*	Signature: (Program Manager / *Gérant de programme*)

APPROVAL / *APPROBATION*

☐ APPROVED / *APPROUVÉ*	No. of eligible units *Nombre de logements admissibles*	Grant amount approved *Montant de subvention approuvé* $

☐ NOT APPROVED, (State reason(s))
NON APPROUVÉ (Préciser raison(s))

Date:	Name / *Nom:*	Signature: (Manager / *Gérant*)

TABLE A.2

SAMPLE GRANT NOTICE

Central Mortgage and Housing Corporation | Société centrale d'hypothèques et de logement

SUBMIT IN DUPLICATE TO LOCAL CMHC OFFICE

NOTICE–ANTICIPATED GRANTS
(NHA SECTION 56.2)

CMHC 1967

FROM:

Name and Address of Municipality:

Number of projects for which building permits were issued and for which formal grant applications are anticipated upon completion	
Number of eligible units in projects	
Grant amount for which applications may be anticipated (Number of eligible units ..... x $ 1,000)	$

Date:	Title of Authorized Signing Officer:	Signature of Authorized Signing Officer:

Cont'd

Société centrale d'hypothèques et de logement

Central Mortgage and Housing Corporation

SOUMETTRE EN DOUBLE AU BUREAU LOCAL S.C.H.L.

AVIS/SUBVENTIONS PRÉVUES (ARTICLE 56.2 DE LA L.N.H.)

CMHC 1957

DE:

Nom et adresse de la municipalité:

Nombre de projets à l'égard desquels des permis de construire ont été émis et à l'égard desquels des demandes officielles de subventions sont prévues au parachèvement.	
Nombre de logements admissibles dans les projets	
Montant de subvention pour lequel des demandes peuvent être prévues (Nombre de logements admissibles . . . . . x $1,000)	$

Date:	Titre du représentant autorisé à signer:	Signature du représentant autorisé à signer:

When the housing unit or group of units (denoted as a project) is ready for occupancy, the municipality completes form CMHC 1958 (Application -- Municipal Incentive Grant) and forwards it to the CMHC local office. In Quebec and Alberta applications are submitted through the province. In British Columbia municipalities submit the application to CMHC but send a copy to the province. The application is accompanied by a copy of the building permit or its equivalent, a sketch plan indicating the number of units and the net acreage of the land, the location of the unit or project, and proof of value of the unit. The municipality is responsible for provision of sufficient information to allow verification of density, value and unit size.

On receipt of the application form, the CMHC local office inspector confirms the accuracy of the municipal application with respect to density and size. The local Program Manager - Land Assembly then confirms that the value of the unit falls within the maximum value established for that municipality under the Assisted Home Ownership Program or, in the case of non-NHA and rental units, that it falls below the acceptable maximum value. Finally the CMHC local office manager approves or rejects the grant.

On approval of the Municipal Incentive Grant to the municipality, the CMHC local office manager signs the appropriate section of the form and issues the cheque to the municipality accompanied by the first copy of the completed application form. CMHC is committed to a 30-day turnaround

period for transmission of cheques under the MIG program (45 days in Quebec). The second copy of the completed application form is forwarded to the Program Director of the Land Assembly and New Communities Division at CMHC National Office.

In British Columbia, CMHC sends the cheque to the province, which forwards it to the municipality together with its own contribution if applicable.

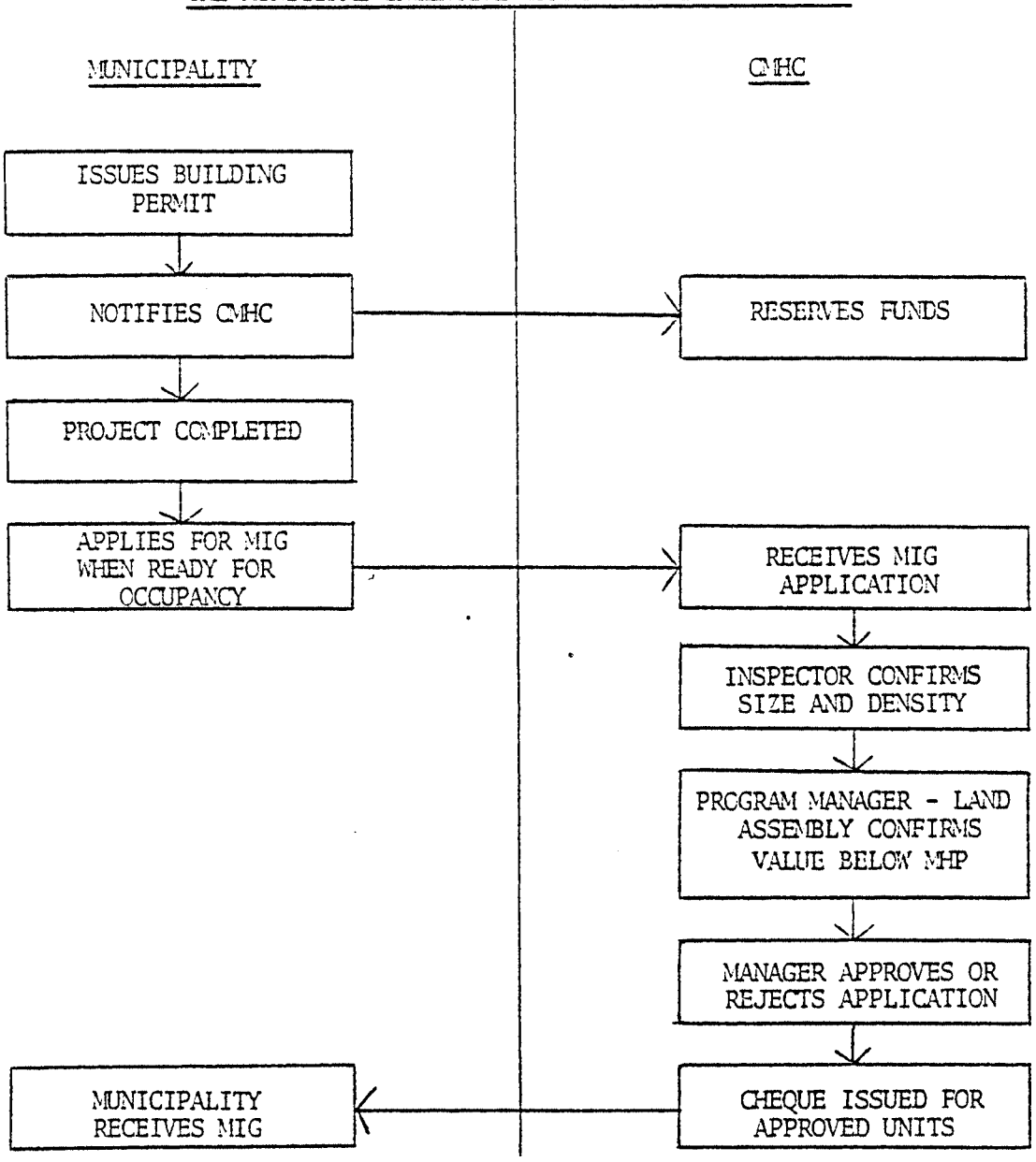
The flow chart A.1 summarizes the system.

Program Data

The tables in Chapter Three create a profile of the MIG program. The cutoff date for processing data for this evaluation was July 31, 1977. However, completed application forms for July continued to be received during August. There is, therefore, an inevitable discrepancy between the numbers in the evaluation profile and the numbers generated by Land Assembly and New Communities Division. On the basis of the knowledge that their system is exhaustively verified by cross-checking and follow-up, the actual totals of approvals and refusals given by the Division are presented in Table 3.1. This will serve to illustrate the monies disbursed (or refused) under MIG to the end of July. As the distribution of approvals and refusals almost exactly corresponds to that on the evaluation file, Table 3.2 and those following it describe characteristics derived from the latter file.

CHART A.1

THE MUNICIPAL INCENTIVE GRANT MANAGEMENT SYSTEM



APPENDIX B

AVERAGE FLOOR AREA
TRENDS BY UNIT TYPE
AND BEDROOM COUNT
CANADA, 1975-77

Livable Floor Area

CMHC Computer File N953N953 was used to obtain trends in "modest-sized" housing and density. The data is derived from Appraisal Form CMHC 19. It refers to NHA-insured new ownership housing in Canada for the years 1975 and 1976 and for the first six months of 1977. Two sets were run: (i) all lots; and (ii) units with lot area between 968 and 4,356 square feet, that is within the MIG density criteria. No significant trends appeared.

TABLE B.1

NUMBER OF UNITS AND AVERAGE FLOOR AREA BY TYPE OF DWELLING AND BEDROOM RANGE BY SIZE OF LOTS, NHA NEW HOUSING, CANADA, 1975[1]

	Single-Detached		Semi-Detached		Duplex and Triplex		Row		Apartment		Mobile		Total
Number of Bedrooms	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units
						All Lots							
1	8	1,268	--	--	--	--	--	--	1,692	845	--	--	1,700
2	1,747	934	462	865	23	986	495	1,068	4,799	1,154	5	1,000	7,531
3	28,794	1,056	5,151	1,124	369	1,275	11,674	1,210	3,327	1,379	45	1,092	49,360
4	1,514	1,454	511	1,379	4	1,720	1,105	1,376	115	1,437	--	--	3,249
5+	76	1,568	59	1,135	22	1,091	21	1,372	1	2,174	--	--	179
Total	32,139	1,069	6,183	1,126	418	1,254	13,295	1,218	9,934	1,180	50	1,083	62,019
						Lot Area 968-4,356 Square Feet							
1	6	1,413	--	--	--	--	--	--	309	1,067	--	--	315
2	490	1,097	44	1,042	15	1,049	279	1,202	3,936	1,214	4	1,026	4,768
3	20,097	1,114	4,313	1,172	359	1,288	11,074	1,224	3,291	1,384	29	1,179	39,163
4	1,494	1,461	511	1,379	4	1,720	1,105	1,376	115	1,434	--	--	3,229
5+	60	1,736	59	1,135	22	1,091	21	1,372	1	2,174	--	--	163
Total	22,147	1,138	4,927	1,192	400	1,273	12,479	1,238	7,652	1,285	33	1,161	47,638

SOURCE: CMHC Computer File N953N953.

[1] All area is in square feet.

(1) Data refer to dwellings approved for owner occupancy.
(2) Average floor area = livable floor area.

TABLE B.2

NUMBER OF UNITS AND AVERAGE FLOOR AREA BY TYPE OF DWELLING AND BEDROOM RANGE BY SIZE OF LOTS, MIA NEW HOUSING, CANADA, 1976[1]

Number of Bedrooms	Single-Detached		Semi-Detached		Duplex and Triplex		Row		Apartment		Mobile		Total
	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units
All Lots													
1	10	1,343	8	760	--	--	17	1,046	720	907	--	--	755
2	2,317	933	564	896	34	986	814	1,058	4,530	1,162	1	1,056	8,260
3	30,085	1,053	6,721	1,128	326	1,156	16,633	1,180	3,404	1,340	12	1,210	57,191
4	1,290	1,481	562	1,343	13	1,228	1,029	1,367	6	1,385	1	1,380	2,901
5+	151	1,397	27	1,176	18	1,261	10	1,097	--	--	--	--	206
Total	33,853	1,062	7,882	1,127	391	1,148	18,513	1,184	8,660	1,211	14	1,211	69,313
Lot Area 968-4,356 Square Feet													
1	8	1,463	--	--	--	--	10	1,211	267	1,164	--	--	285
2	601	1,086	112	1,038	22	1,077	553	1,143	3,826	1,213	1	1,056	5,115
3	21,755	1,103	5,624	1,157	320	1,162	16,259	1,187	3,038	1,401	10	1,277	47,006
4	1,260	1,496	558	1,347	13	1,226	1,029	1,367	6	1,385	1	1,380	2,867
5+	146	1,413	25	1,193	18	1,261	10	1,097	--	--	--	--	199
Total	23,770	1,125	6,319	1,172	373	1,164	17,861	1,195	7,137	1,291	12	1,267	55,472

SOURCE: CMHC Computer File N955N953.

[1]All area is in square feet.

(1) Data refer to dwellings approved for owner occupancy.
(2) Average floor area = livable floor area.

TABLE B.3

NUMBER OF UNITS AND AVERAGE FLOOR AREA BY TYPE OF DWELLING AND BEDROOM RANGE BY SIZE OF LOTS, HIA NEW HOUSING, CANADA, JAN-JUNE 1977[1]

Number of Bedrooms	Single-Detached		Semi-Detached		Duplex and Triplex		Row		Apartment		Mobile		Total
	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units	Average Floor Area	Number of Units
All Lots													
1	1	868	1	764	--	--	8	1,040	426	868	--	--	436
2	1,157	936	313	867	2	939	448	1,055	2,241	1,163	--	--	4,161
3	11,217	1,054	3,379	1,118	62	1,214	5,111	1,184	1,065	1,378	4	996	20,838
4	436	1,550	275	1,451	12	867	286	1,272	--	--	--	--	1,009
5+	34	1,400	10	1,065	18	1,006	8	1,539	--	--	--	--	70
Total	12,845	1,061	3,978	1,121	94	1,124	5,861	1,179	3,732	1,191	4	996	26,514
Lot Area 968-4,356 Square Feet													
1	--	--	--	--	--	--	8	1,040	96	1,133	--	--	104
2	284	1,115	34	1,064	--	--	269	1,199	1,920	1,211	--	--	2,507
3	8,038	1,106	2,697	1,174	60	1,224	4,964	1,193	1,065	1,378	2	1,140	16,826
4	411	1,594	275	1,451	12	867	286	1,272	--	--	--	--	984
5+	32	1,427	10	1,065	18	1,006	8	1,539	--	--	--	--	68
Total	8,765	1,130	3,016	1,197	90	1,133	5,535	1,197	3,081	1,266	2	1,140	20,489

SOURCE: CMHC Computer File N953N953.

[1]All area is in square feet.

(1) Data refer to dwellings approved for owner occupancy.
(2) Average floor area = livable floor area.

APPENDIX C

GENERAL MEMORANDUM

AND OPERATING PROCEDURES

CMHC / SCHL

GENERAL MEMORANDUM / *MÉMOIRE GÉNÉRAL*

No./*N°* B-1060

Re/*Sujet:* MUNICIPAL INCENTIVE GRANT PROGRAM/
PROGRAMME DE SUBVENTIONS D'ENCOURAGEMENT AUX MUNICIPALITÉS

Date: 24/3/76

File No.: *Dossier N°:* 174-1

OBJECTIVE - To encourage municipalities to develop more land for modest size housing units at medium density, and generally encourage the economic use of land.

FACTORS - There is a need for municipalities and provinces to examine their development standards and by-laws in light of accelerated costs to attempt to provide suitable family housing at medium densities. There is also a need to encourage municipalities to speed up the approval process.

There is a need to encourage the development of mature lands that are already adequately serviced as well as the acceleration of subdivision development in many areas of the country.

The involvement of field staff in administering this program is to be kept to a minimum. The guidelines are to be rigidly enforced.

STRATEGY - To provide a program of grants of $1,000 per housing unit to municipalities who issue a building permit for modest sized, medium-density housing within the price maxima established for that municipality by the Assisted Home Ownership Program.

OBJECTIF - Encourager les municipalités à aménager davantage de terrains destinés aux habitations de dimensions modestes à densité moyenne, et à encourager en général l'utilisation économique des terrains.

FACTEURS - Les municipalités et les Provinces ont besoin d'examiner leurs normes et leurs règlements d'expansion à la lumière de la montée accélérée des coûts, si elles veulent réussir à fournir des habitations familiales convenables à densité moyenne. Il existe aussi un besoin d'encourager les municipalités à accélérer le processus d'approbation.

Il existe de plus un besoin de favoriser l'aménagement de terrains prêts à être aménagés qui sont déjà suffisamment viabilisés ainsi que d'accélérer l'équipement de terrains dans de nombreuses régions du pays.

Le personnel des bureaux locaux affecté à l'administration de ce programme devra être maintenu au strict minimum. Ces lignes directrices doivent être rigoureusement appliquées.

TACTIQUE - Prévoir un programme de subventions de $1,000 par habitation à l'égard des municipalités qui émettent des permis de construire relatifs à des habitations de dimensions modestes à densité moyennne dans les limites des prix maximaux établis pour la municipalité pertinente dans le cadre du Programme d'aide pour l'accession à la propriété.

PROVINCIAL ROLE - Before this program can commence in any Province, the Provincial Government is required to notify the Regional Director of the municipalities that are eligible to participate in this program and any provincial conditions acceptable to the Corporation that will be enforced that may affect this grant program. The Province may request a formal Federal-Provincial Agreement for this program or an exchange of letters. The Regional Director is to originate all necessary negotiations with provincial officials to ensure these matters are finalized prior to the commencement of the program.

RÔLE DES PROVINCES - Avant que ce programme puisse prendre effet dans une Province, le gouvernement provincial est tenu d'aviser le Directeur régional, des municipalités qui sont admissibles aux avantages de ce programme et il doit être informé de toutes les conditions provinciales acceptables à la Société qui seront mises en vigueur et qui peuvent influer sur ce programme de subventions. La Province peut demander un accord fédéral-provincial officiel à l'égard de ce programme ou un échange de lettres. Le Directeur régional doit amorcer toutes les négociations nécessaires avec les autorités provinciales afin que ces questions soient définitivement mises au point avant l'entrée en vigueur du programme.

DEFINITIONS

- Municipality - Any established authority empowered by the provincial government to issue building permits.

- Net Area - A parcel of contiguous land under common ownership normally considered to be the site and associated grounds of a residential building or buildings primarily provided for the private use of the occupants, notwithstanding certain easements or right-of-ways granted for utility purposes. Such sites are usually designated by lot or block numbers on registered plans.

- Net Acre - A contiguous net area consisting of 1 acre of land or 43,560 square feet.

- Density - The density of any net area is determined by taking the total number of self-contained residential units constructed within the net area and dividing by the total net area in acres. The siting of the residential units must conform to the municipal planning by-laws.

DÉFINITIONS -

- Municipalité - Tout pouvoir établi ayant reçu du gouvernement provincial la compétence pour émettre des permis de construire.

- Aire nette - Une parcelle de terrain contigu détenue sous forme de copropriété en main commune normalement considérée comme étant l'emplacement et les terrains connexes d'un immeuble résidentiel ou d'immeubles principalement destinés à l'usage privé des occupants, nonobstant certains droits de servitude ou de passages aux fins des services d'utilité publique. De tels emplacements sont habituellement désignés par numéro de lot ou de bloc sur des plans enregistrés.

- Superficie nette en acre - Une aire contiguë nette consistant en une acre de terrain ou mesurant 43,560 pieds carrés.

- Densité - La densité de toute aire nette est déterminée en prenant le nombre total de logements autonomes construits à l'intérieur de l'aire nette et en le divisant par l'aire nette totale en acres. L'implantation des logements doit être conforme aux règlements municipaux de planification.

G.M./M.G. B-1060

- Mature lands - An area of land that has been serviced for a minimum of five years.

- New Subdivision or Sites - Any other parcel of land that is approved for residential development.

GUIDELINES

- Building Permit - The grant will apply only to new dwelling units that have received a building permit or its equivalent after November 1st, 1975, and before the close of business on December 31, 1978.

- Dwelling Unit - Must be constructed for permanent residency, be self-contained and connected to municipal piped services consisting of water, sanitary sewer and roads to a minimum of gravel surface.

- Density - There are two density ranges established for this Program. One for "mature" lands and a lower density range for "other than mature" lands.

  (a) The density for mature land is established as 10 to 45 units per net acre.

  (b) The density for all other lands is established as 10 to 30 units per net acre.

- Dwelling Unit Size - The dwelling unit must be of a size that does not exceed the following criteria:

- Terrains prêts pour l'aménagement - Une aire de terrain qui est viabilisée depuis 5 ans au moins.

  Nouveaux lotissements ou emplacements - Toute autre parcelle de terrain qui est approuvée aux fins de l'aménagement résidentiel.

LIGNES DIRECTRICES

- Permis de construire - La subvention ne s'appliquera qu'aux nouveaux logements à l'égard desquels un permis de construire ou son équivalent a été délivré après le 1er novembre 1975 et avant la fermeture des affaires le 31 décembre 1978.

- Logement - Il doit être construit à des fins de résidence permanente, être autonome et être raccordé aux services municipaux de conduits d'eau potable et d'égout sanitaire ainsi qu'à des routes revêtues tout au moins de gravier.

- Densité - Il y a deux gammes de densité établies pour ce programme. L'une à l'égard des "terrains prêts pour l'aménagement" et une autre plus faible pour les autres terrains que ceux qui sont "prêts pour l'aménagement".

  (a) La densité relative aux terrains prêts pour l'aménagement est établie comme étant de 10 à 45 logements par acre nette.

  (b) La densité pour tous les autres terrains est établie comme étant de 10 à 30 logements par acre nette.

- Dimensions des habitations - L'habitation doit être d'une taille qui ne dépasse pas les critères suivants:

UNIT FLOOR AREAS IN SQ. FT.

Dwelling Unit Type	Ground Oriented Forms - Gross Area	Apartment Building Forms - Net Area
Bachelor	-	400
1 Bedroom	650	600
2 Bedroom	900	800
3 Bedroom	1,100	1,000
4 Bedroom	1,300	1,200

- To Calculate Dwelling Unit Floor Areas

a) For all zero lot line, duplex, semi-detached, row housing, stacked town housing, maisonnettes, quadruplexes, etc., the dwelling unit floor areas will be calculated as gross floor areas by including exterior walls and one half of each party wall, but not including non-habitable rooms or spaces such as basements, storage, utility/heating/ laundry. (This equates with the definition provided for livable floor area (L.F.A.) in the appraisal guide and national housing regulation 2(h).)

b) For all apartment building forms the dwelling unit floor areas will be calculated as net floor area by measuring from inner surface of all walls enclosing the unit, but not including any storage room contained within the unit.

AIRES DE PLANCHER HABITABLES EN P2

Type d'habitation	Habitations avec entrées axées sur le rez-de-chaussée Aire brute	Immeubles du type à appartements Aire nette
Studio	-	400
1 chambre	650	600
2 chambres	900	800
3 chambres	1,100	1,000
4 chambres	1,300	1,200

- Calcul des aires de plancher habitables

a) Pour toutes les habitations construites sur des terrains à ligne zéro telles que les duplex, les maisons jumelées, les habitations en bande, les habitations superposées dites "townhouse", les appartements du type "maisonnette", les quadruplex et ainsi de suite, les aires de plancher habitables seront calculées en tant qu'aires brutes de plancher en y incluant les murs extérieurs et la moitié de chaque mur commun, mais en n'y incluant pas les pièces non habitables ou les espaces comme les sous-sols et les aires réservées au rangement, aux services, au système de chauffage et à la buanderie. Cela est assimilé à la définition prévue pour l'aire de plancher utilisable (A.R.U.) dand le guide d'évaluation et l'article 2(H) des règlements nationaux visant les prêts pour l'habitation.

b) Pour tous les immeubles du type à appartements, les aires de plancher seront calculées en tant qu'aires nettes de plancher en mesurant à partir de la surface intérieure de tous les murs de pourtour du logement, mais en n'y incluant aucune pièce de rangement comprise dans le logement.

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- Public Housing Units and all units approved under the National Housing Act that meet the density requirements value and size criteria are eligible for the grant.

- Mobile Homes are eligible for the grant provided the unit carries the CSA certification number Z240, is securely fixed in place on site and ready for occupancy. The unit must be for permanent occupancy and connected to piped municipal services.

- Value Limit - The dwelling unit must be valued within the price limit established under the Assisted Home Ownership Program for the municipality issuing the building permit.

- Payment - The grant is to be paid to the municipality within 30 days following the date of notification by the municipality that the housing project is available for occupancy and the municipality has provided the Local Office with the information established in the operating procedures. (See Appendix A attached.)

GENERAL - It is intended that the municipality issuing the building permit be responsible to provide sufficient information with the grant application to allow approval of the grant. This will require density, unit size and value information as well as a copy of the building permit. One inspection only should be required by the Corporation. This inspection is required to ensure the information is correct and the unit is ready for occupancy.

- Les logements publics et tous les logements approuvés aux termes de la Loi nationale sur l'habitation qui satisfont aux exigences de densité et aux critères de dimensions sont admissibles à la subvention.

- Les maisons mobiles sont admissibles à la subvention à la condition qu'elles soient conformes à la norme numéro Z240 de l'ACNOR, qu'elles soient installées en toute sécurité sur la place et prêtes pour l'occupation. Le logement doit être construit à des fins de résidence permanente et être raccordé aux services municipaux de conduits principaux.

- Limite de valeur - La valeur du logement doit être dans les limites du prix établi dans le cadre du Programme d'aide pour l'accession à la propriété à l'égard de la municipalité qui émet le permis de construire.

- Versement - La subvention sera versée à la municipalité dans les 30 jours qui suivent la date d'avis de celle-ci portant que le logement est prêt pour l'occupation et qu'elle a donné au bureau local tous les renseignements nécessaires tels qu'établis dans les méthodes de fonctionnement.

GÉNÉRALITÉS - Il est proposé que la municipalité qui émet le permis de construire soit tenue de fournir suffisamment de renseignements avec la demande de subvention pour en permettre l'approbation. Cette documentation devra comprendre des renseignements sur la densité, les dimensions du logement et la valeur ainsi qu'une copie du permis de construire. À toute fin pratique, la Société ne devrait faire qu'une seule inspection. Cette inspection est requise pour s'assurer que les renseignements sont exacts et que le logement est prêt pour l'occupation.

REPORTING - This Program is highly visible and sensitive and will require that Regional and National Offices are kept informed on a weekly basis.

To ensure that the same level of information exists at all three offices, the Program Manager - Land is to photostat the Grant Register, following completion of business each Thursday and mail to the attention of the Regional Director, and the Program Director - Land and New Communities. This will provide a grant register at all three offices and a time lag of information at Regional and National Office that can be readily updated by telex if required.

RESPONSIBILITY - This program is decentralized with the Local Office Manager responsible for the approval of all grants. The Program Manager - Land will be responsible for the day-to-day administration of the program and the coordination of necessary technical assistance.

The Regional Director is responsible for the budget and its allocation within his region. He is also responsible for all negotiations with the provincial government concerning this Program and the overall supervision of the Program within his region.

The Program Director - Land and New Communities is responsible for the operating procedures and the delivery system established for this program. All queries or problems connected with this program are to be brought to his attention.

TERMINAL DATE - The program terminates December 31, 1978.

RAPPORTS - Ce programme est très en évidence et peut susciter des réactions. Il exigera donc que le Bureau régional et le Bureau national en soient tenus au courant sur une base hebdomadaire.

Afin de s'assurer que les trois bureaux disposent chacun du même niveau de renseignements, le Gérant de programme - Terrains, doit prendre une photocopie du Registre de subventions à la fermeture des affaires chaque jeudi et l'envoyer par la poste à l'attention du Directeur régional et du Directeur de programme - Terrains et nouvelles collectivités. Cela pourvoira les trois bureaux d'un registre de subventions et le Bureau régional ainsi que le Bureau national de renseignements en différé qui peuvent être facilement mis à jour par télex au besoin.

RESPONSABILITÉ - Ce programme est déconcentré au profit de l'autorité du gérant du bureau local chargé de l'approbation de toutes les subventions. Le Gérant de programme - Terrains, sera chargé de l'administration au jour le jour du programme et de la coordination de l'aide technique nécessaire.

Le Directeur régional est chargé du budget et de son affectation à l'intérieur de sa région. Il a aussi la responsabilité de toutes les négociations avec le gouvernement provincial relativement à ce programme ainsi que de la surveillance générale du programme à l'intérieur de sa région.

La Directeur de programme - Terrains et collectivités nouvelles, a la responsabilité des méthodes de fonctionnement et du système de cheminement établi pour ce programme. Toutes les demandes de renseignements ou toutes les difficultés ayant rapport à ce programme doivent être portées à son attention.

DATE LIMITE - Le programme prend fin le 31 décembre 1978.

G.M./M.G. B-1060

FORMS - An initial distribution of the advance notification for budget allocations CMHC 1957, the application CMHC 1958, the Grant Register CMHC 1959, will be made to all offices shortly. Additional supplies will be requisitioned in the usual manner.

FORMULES - On procédera bientôt à une première distribution à tous les bureaux, de quantités de formule d'avis préalable des affectations budgétaires, CMHC 1957, de la formule de demande, CMHC 1958, et du Registre de subventions, CMHC 1959.

OPERATING PROCEDURES - See Appendix "A" attached.

MÉTHODES DE FONCTIONNEMENT - Voir l'Annexe "A" ci-jointe.

Le Vice-président exécutif,

R.V. Hession,
Executive Vice-President,

Attachment / pièce jointe

APPENDIX "A"

OPERATING PROCEDURES
MUNICIPAL INCENTIVE GRANT PROGRAM

THE PROVINCE

- Before this Program can commence in any province, the provincial government is required to notify the Regional Director of the municipalities that are eligible to participate in this Program. Also, any provincial conditions acceptable to the Corporation that will be enforced that may affect this grant program. The province may request a formal Federal-Provincial Agreement for this Program or an exchange of letters. The Regional Director is to originate all necessary negotiations with provincial officials to ensure these matters are finalized prior to the commencement of the Program.

THE MUNICIPALITY

- As a municipality issues a building permit it is a requirement that they complete in duplicate Notification - Anticipated Grants under the NHA Sec. 56.2, CMHC 1957, the advance notification for budget allocation purposes for all units that they believe fall within the density, size and value limits established for that municipality. This is to ensure that sufficient budget funds are allocated to the respective Branch Office to avoid any delay in payment when the unit is available for occupancy. The advance notification will also indicate those municipalities who will be participating in the grant program to allow the local office to arrange meetings with municipal staff.

- When the housing project is ready for occupancy, apply for a Municipal Incentive Grant by completing and signing Application for Municipal Incentive Grant, CMHC 1958, in quadruplicate and forwarding the application to the applicable CMHC Office.

- The application form must be certified by an authorized signing officer. It is to be accompanied by a copy of the building permit or its equivalent, a sketch plan sufficiently detailed and dimensioned to indicate the number of units and the net acreage of the land, the location of the unit or project, and proof of value of the unit. This may be by established cost price, land transfer affidavit or by a municipal assessment of the unit plus the factor required to bring assessed value to market. The municipality is also to complete the unit size portion of the application form. It is intended that the municipality be responsible to provide sufficient information to allow verification of density, value and unit size. If sufficient information is not obtained the application is to be returned to the municipality with a notification of the further information or corrections to the application, required to allow processing.

- The municipality is to arrange where necessary for CMHC access to site for necessary inspections.

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[1] Table C.1.

TABLE C.1

SAMPLE GRANT REGISTER

REGISTER - MUNICIPAL INCENTIVE GRANTS — CMHC 1059 — Province: — Office: — Page:

CMHC GRANT NUMBER	MUNICIPALITY	New Sub-division (✓)	Mature Land (✓)	NET ACRES IN PROJECT (as per Building Permit)	TOTAL UNITS IN PROJECT	NUMBER AND TYPE OF ELIGIBLE UNITS IN PROJ. (1)	DENSITY	CONFIRMED (✓): Bldg. Permit Issued; Ready for Occupancy; Value to Appraiser; Mobile P. to Each Site; Density Complies; Unit Size Conforms	DATE: INSPECTION	DATE: APPROVAL / REJECTION	DATE: GRANT ISSUED	GRANT ($)	LOCATION OF PROJECT (Include, Plan Number, Block Number or Civic Address)	REASONS FOR REJECTION OR REMARKS

1. S = Single Detached Units; SD = Semi-Detached; R = Row; ST = Stacked; M = Mobile; A = Apartment; O = Other

REGISTRE - SUBVENTIONS D'ENCOURAGEMENT AUX MUNICIPALITÉS

CMHC 1958

Province:

Bureau:

Page:

SUBVENTION S.C.H.L. No	MUNICIPALITÉ	Nouveau lotissement (✓)	Terrain prêt pour l'amén. (✓)	NOMBRE NET D'ACRES RÉSERVÉES AU PROJET (selon permis de construire) .	NOMBRE TOTAL DE LOGEMENTS DANS LE PROJET	NOMBRE ET GENRE DES LOGEMENTS ADMISSIBLES DANS LE PROJET	DENSITÉ	CONFIRMATION (✓)						DATE			SUBVENTION (0)	ENDROIT DU PROJET (comprend numéro du levé, numéro du quadrilatère ou adresse civile)	RAISONS D'UN REJET OU REMARQUES
								Permis de const. émis	Certif. d'occupation délivré	Visite finale par S.C.H.L.	Plans, devis, conf. à S.C.H.L.	Certif. d'achèvement	Déclarations du lég. prés.	INSPECTION	APPROBATION / REJET	SUBVENTION ÉMISE			
											(✓)								

1. S = logement simple unifamilial; SD = jumelé; R = en bande; SY = superposé; M = mobile, A = appartement; O = autre

REGIONAL OFFICE

- The Regional Director is responsible for all negotiations with the provincial government concerning this Program. The Regional Office is responsible for the budget and its allocation to each responsibility centre.

- Supervise the operation of this program within the Region and ensure that all responsibility centres are correctly interpreting the requirements of this program.

NATIONAL OFFICE

- Forward specific grant numbers to each local office for assignment in numerical order.

- Provide operating procedures, necessary forms and establish necessary reporting systems.

- Assist in any problems that may arise that are not covered by the established guidelines.

- Provide size and value guidelines and ensure they remain realistic and reflect properly the market area to be served.

- Collate all information received from the responsibility centres, keep management informed and provide Regional and Local Offices with any necessary master data. Prepare and issue national press releases. Assist in the preparation of necessary local releases in accordance with established procedures.

CMHC LOCAL OFFICE, GENERAL - As soon as possible after the provincial governments advise the Regional Director of the municipalities that are eligible for the Municipal Incentive Grant, the Local Office is to arrange meetings with municipal staff from all municipalities within the Local Office jurisdiction and explain fully all aspects about this Program. A supply of forms should be left with municipal staff and a point of contact made for future discussion and information.

As soon as advance notification for budget allocation is received from any municipality, the Regional and National Offices are to be notified as established in the report section of this procedure. The information on this allocation form is not to be entered into the Grant Register, but is to be retained in a budget allocation file that is established for this purpose.

On receipt of the application form duly signed and completed by the municipality a grant number is to be assigned. The grant number will be assigned to each building permit issued whether the permit is for one-unit or for a project containing a large number of self-contained units. Enter details in New Municipal Incentive Grant Register, CMHC 1959. As soon as the first application is received and entered into the Grant Register, a reporting system is to commence as detailed in the reporting section.

A file (CMHC 533) is then to be opened for each grant number assigned and a date for inspection established. The inspection date should be arranged bearing in mind that payment is 30 days after notification by the municipality that the dwelling unit is available for occupancy.

LOCAL OFFICE-INSPECTION - The inspection is to confirm the accuracy of the municipal application. The inspector will ensure that the application provides sufficient information to allow him to complete the density and size criteria. The inspection can be as brief as the type of product requires as long as density and size can be confirmed. If the information on the sketch plan is not apparent the inspection is to continue until density and size can be established or it is found necessary to return the application to the municipality for further information and clarification.

In computing density the land in question will normally be the land requirement for the units or project approved by the building permit. This land will usually be the net area as road right-of-ways and park lands to be deeded to the Municipality will be excluded. However, there will be cases where the building permit will be issued for a project with a public right-of-way or other public area dividing the land into two or more parts. By regulation, the density must then be determined for each continuous parcel of land. This means a separate density for each parcel rather than an average density for the total land included in the permit.

The inspector will then complete the density and size section of the application form, sign off, and pass the form to the Program Manager - Land Assembly. The Program Manager is responsible to confirm that the value of the unit falls within the maximum value established for that Municipality under the Assisted Home Ownership Program.

If the project in question has been approved under the National Housing Act the value will be available from the respective Program Manager. If the unit is for sale the value will also be known. For non-NHA and rental units the value will not be readily available. It is required that the Municipality furnish the information necessary to establish the value. An acceptable method is for the municipality to provide the municipal assessment of the unit and the factor to bring the assessed value to market value. The Program Manager - Land Assembly is to have an appraiser check that the factor is correct by using NHA projects of similar housing forms and densities as benchmarks. This method has the advantage of having the municipality provide the necessary information, furthermore, the factor can be corrected if necessary through known NHA projects. Once the Program Manager - Land Assembly is in a position to confirm that the value is acceptable he is to sign off for the remainder of the form with the one exception of the grant approval itself.

LOCAL OFFICE APPROVAL - When the application form has been signed off for density, size and value, the Manager is in a position to approve or reject the grant. To approve he will sign the appropriate section of the form and issue the cheque to the municipality accompanied by the first copy of the completed application form. The second copy is to be forwarded to the Program Director - Land Assembly and New Communities. The original is to be retained in the Local Office file and a photocopy is to be forwarded to the Regional Director.

Note all details in the Grant Register.

LOCAL OFFICE REJECTION - To reject Grant, the Manager completes the rejection portion of the application form and signs.

Forward the first copy of the completed application form to the municipality with a signed note stating the reason for rejection.

Forward second copy of the completed application form and the rejection note to the Program Director - Land Assembly and New Communities. Retain the original in the Local Office file and forward a photocopy to the Regional Director.

Note details in Grant Register.

SPECIAL PROJECTS - There will be times when an application is received that does not fall clearly within the established guidelines but appears to meet the intent of the legislation. A complete report of such cases outlining all of the circumstances and with a firm recommendation by the Manager is to be made to the Regional Director and the Program Director, Land Assembly and New Communities. No further action is to be taken until a ruling has been provided by the Regional Director.

REPORT SYSTEM - This Municipal Incentive Grant Program will be watched very closely by the public at large, necessitating a thorough report system from Local Office to Regional and National Offices.

The reporting system will consist of two reports each week. The first report refers to advance notification for budget allocation. The second report refers to application forms, their approval or rejection.

(a) Budget Notification - Each Friday after the last mail delivery of the day, a telex is to be forwarded to the Regional Director and the Program Director - Land Assembly and New Communities. The telex will advise the year to date listing by municipality of:

- number of units by type,
- total $_____ grants to be made.

(b) Grant Applications - Following completion of business each Thursday, the Program Manager - Land Assembly is to photostat the Grant Register and mail to the attention of the Regional Director and the Program Director - Land and New Communities. This will provide a grant register at all three offices and complete information with a limited time lag.

ACCOUNTING - The amount of each cheque issued is to be charged to Major Code 108 - Municipal Incentive Grant and Administrative Recoveries Account. Normal accounting procedures are to be followed in this program. Administrative Recoveries will be the subject of separate General Memorandum dealing with the new Federal Housing Action Program in its entirety.

ANNEXE "A"

MÉTHODES DE FONCTIONNEMENT PROGRAMME DE
SUBVENTIONS D'ENCOURAGEMENT AUX MUNICIPALITÉS

LA PROVINCE

- Avant que le programme puisse prendre effet dans une Province, le gouvernement provincial est tenu d'aviser le Directeur régional, des municipalités qui sont admissibles aux avantages de ce programme. En outre, il doit être informé de toutes les conditions provinciales acceptables à la Société qui seront mises en vigueur et qui peuvent influer sur ce programme de subventions. La Province peut demander un accord fédéral-provincial officiel ou un échange de lettres. Le Directeur régional doit amorcer toutes les négociations nécessaires avec les autorités provinciales afin que ces questions soient définitivement mises au point avant l'entrée en vigueur du programme.

LA MUNICIPALITÉ

- Etant donné que ce sont les municipalités qui émettent les permis de construire, elles sont tenues d'établir en trois copies une formule d'avis préalable des affectations budgétaires, CMHC 1957, Avis/subventions prévues à l'égard de toutes les habitations qui, de leur avis, cadrent avec les limites établies par la municipalité pertinente quant à la densité, aux dimensions et à la valeur. Ceci a pour but de s'assurer que suffisamment de fonds budgétaires sont affectés aux succursales respectives de façon à éviter tout délai dans le versement de la subvention lorsque l'habitation est prête pour l'occupation. La formule d'avis préalable indiquera également les municipalités qui participeront au programme de subventions afin de permettre au bureau local d'organiser des réunions avec les autorités municipales.

- Lorsque le projet d'habitations est prêt pour l'occupation, la municipalité fait une demande de subvention en remplissant et en signant trois copies de la formule CMHC 1958, Subvention d'encouragement aux municipalités et en la faisant parvenir au bureau pertinent de la Société.

- La formule de demande doit être accréditée par un fondé de signature. Elle doit être accompagnée d'une copie du permis de construire ou de son équivalent, d'un plan sommaire suffisamment détaillé et coté pour indiquer le nombre de logements et la superficie nette en acres du terrain, l'emplacement du (des) logement(s) ou du projet ainsi que la preuve de la valeur du (des) logement(s). Cette preuve peut être sous forme du prix de revient établi, d'une attestation par écrit du transfert du terrain ou d'une évaluation municipale du (des) logement(s) plus le coefficient requis pour ramener la valeur corisée à celle du marché. La municipalité doit aussi remplir la partie de la formule réservée aux dimensions du (des) logement(s). Il est question que la municipalité soit tenue de fournir suffisamment de renseignements pour permettre la vérification de la densité ainsi que de la valeur et des dimensions du (des) logement(s). Si les renseignements obtenus sont insuffisants, la demande doit être retournée à la municipalité, accompagnée d'une note indiquant les renseignements complémentaires ou les corrections qu'il faut apporter à la demande pour en permettre l'étude.

- S'il y a lieu, la municipalité mettra le terrain à la disposition de la Société pour fins d'inspections nécessaires.

BUREAU RÉGIONAL

- Le Directeur régional a la responsabilité de toutes les négociations avec le gouvernement provincial concernant ce programme. Le Bureau régional a la responsabilité du budget et de son affectation à chaque centre de responsabilité.

- Il surveille la mise en oeuvre de ce programme à l'intérieur de la région et il s'assure que tous les centres de responsabilité interprètent correctement toutes les exigences de ce programme.

BUREAU NATIONAL

- Il envoie à chaque bureau local des numéros déterminés de subvention aux fins de leur attribution en ordre numérique.

- Il fournit les méthodes de fonctionnement, les formules nécessaires et il instaure les systèmes de communication nécessaires.

- Il apporte son aide dans le cas de tout problème pouvant se présenter qui n'est pas prévu dans les lignes directrices établies.

- Il fournit des lignes directrices quant aux dimensions et à la valeur et il voit à ce qu'elles demeurent réalistes et reflètent d'une façon appropriée la région de marché à aider.

- Il réunit tous les renseignements reçus des centres de responsabilité il en tient la direction au courant et il fournit aux Bureaux régionaux et aux bureaux locaux toutes les données permanentes nécessaires. Il rédige et publie les communiqués de presse nationaux. Il aide au besoin à la rédaction des communiqués de presse locaux conformément aux méthodes établies.

BUREAU LOCAL DE LA SOCIÉTÉ-GÉNÉRALITÉS - Aussitôt que possible après qu'un gouvernement provincial a informé le Directeur régional des municipalités qui sont admissibles à une subvention d'encouragement aux municipalités, le bureau local doit prendre des arrangements en vue de réunions avec les membres du personnel de toutes les municipalités intéressées à l'intérieur de son territoire et leur expliquer à fond tous les aspects de ce programme. Il faudrait pourvoir le personnel de ces diverses municipalités de formules en quantités suffisantes et fixer un point de contact en vue d'échanges futurs de vues et de renseignements.

Dès qu'un avis préalable d'affectation budgétaire est reçu d'une municipalité quelconque, le Bureau régional et le Bureau national doivent en être informés tel que prévu à l'article de cette Annexe "A" qui traite des rapports. Cette information dans la formule d'affectation ne doit pas être inscrite au Registre de subventions, mais conservée dans le dossier de l'affectation budgétaire qui a été constitué pour cette seule fin.

Au reçu de la formule de demande dûment signée et remplie par la municipalité, il faut y attribuer un numéro de subvention. Ce numéro sera attribué à chaque permis de construire que ce soit à l'égard d'un seul logement ou d'un projet renfermant un grand nombre de logements autonomes. Ces détails seront inscrits dans la CMHC 1959, Nouveau registre de subventions d'encouragement aux municipalités. Dès que la première demande est reçue et inscrite dans ce registre, il faut inaugurer un système de communication tel que détaillé à l'article qui traite des rapports.

Il faut alors ouvrir un dossier (CMHC 533) pour chaque numéro de subvention attribué et fixer une date d'inspection. Cette date devrait être établie en tenant compte du fait que le versement est effectué 30 jours après l'avis de la municipalité portant que le logement est prêt pour l'occupation.

BUREAU LOCAL-INSPECTION - L'inspection a pour but de confirmer l'exactitude de la demande municipale. L'inspecteur s'assurera que la demande fournit suffisamment de renseignements pour lui permettre d'y établir les critères de densité et de dimensions. L'inspection peut être aussi brève que le requiert le type de produit, pourvu que la densité et les dimensions puissent être confirmées. Si les renseignements sur le plan sommaire ne sont pas évidents, l'inspection doit se poursuivre jusqu'à ce que la densité et les dimensions puissent être établies ou qu'il soit jugé nécessaire de retourner la demande à la municipalité pour fins de renseignements complémentaires et d'éclaircissement.

Dans le calcul de la densité, le terrain en question sera normalement le terrain requis pour les logements ou le projet approuvés par le permis de construire. Ce terrain sera habituellement l'aire nette étant donné que les droits de passage pour l'usage de la rue et les parcs qui seront transférés par un acte à la municipalité seront exclus. Toutefois, dans certains cas, le permis de construire sera émis pour un projet comportant un droit de passage public ou un autre secteur public divisant le terrain en deux parties au moins. En vertu du règlement, la densité doit être déterminée pour chaque parcelle de terrain continue. Cela signifie une densité distincte pour chaque parcelle plutôt qu'une densité moyenne à l'égard du terrain global inclus dans le permis.

L'inspecteur remplira ensuite la partie de la formule de demande réservée à la densité et aux dimensions, la signera et la passera au Gérant de programme - Rassemblement de terrain. Ce dernier confirmera que la valeur du (des) logement(s) cadre avec la valeur maximale établie pour la municipalité pertinente aux termes du Programme d'aide pour l'accession à la propriété.

Si le projet en question a été approuvé aux termes de la Loi nationale sur l'habitation, la valeur pourra être obtenue immédiatement des Gérants respectifs de programme. Si le(s) logement(s) est (sont) destiné(s) à la vente, la valeur sera également connue. En ce qui concerne les logements non L.N.H. et à loyer, la valeur ne sera pas promptement disponible. Il faut que la municipalité fournisse les renseignements nécessaires pour établir cette valeur. Une méthode acceptable consiste en ce que la municipalité fournisse l'évaluation municipale du (des) logement(s) en question et le coefficient pour ramener la valeur cotisée à la valeur du marché. Le Gérant de programme - Rassemblement de terrain, verra à ce qu'un évaluateur vérifie si le coefficient est exact en se servant de projets L.N.H. d'habitations de formes semblables à titre de repères. Cette méthode est avantageuse du fait que la municipalité est priée de fournir les renseignements nécessaires, en outre, le coefficient peut être corrigé au besoin par le moyen de projets L.N.H. connus. Une fois que le Gérant de programme - Rassemblement de terrain, est en mesure de confirmer que la valeur est acceptable, il doit signer la partie qui reste de la formule sauf l'approbation de la subvention elle-même.

BUREAU LOCAL-APPROBATION - Lorsqu'il a signé la formule de demande en ce qui concerne la densité, les dimensions et la valeur, le Gérant est en mesure d'approuver ou de rejeter la demande de subvention. Pour l'approuver, il signera la partie appropriée de la formule. Le chèque est ensuite émis à la municipalité, accompagné de la première copie de la demande dûment remplie. La deuxième copie doit être envoyée au Directeur de programme - Rassemblement de terrain et collectivités nouvelles. L'original sera versé au dossier du bureau local et une photocopie sera envoyée au Directeur régional.

Inscrire tous les détails au Registre de subventions.

BUREAU LOCAL REJET - Pour rejeter une demande de subvention, le Gérant remplit la partie de la demande réservée au rejet et il la signe.

Il fait parvenir à la municipalité la première copie de la formule de demande remplie, accompagnée d'une note signée indiquant la raison du rejet.

Il faut faire parvenir au Directeur de programme - Rassemblement de terrain et collectivités nouvelles, la deuxième copie de la formule de demande remplie et de la note de rejet. L'original est versé au dossier du bureau local et une photocopie est envoyée au Directeur régional.

Inscrire les détails au Registre de subventions.

PROJETS SPÉCIAUX - Parfois, une demande reçue ne s'inscrit pas clairement dans les lignes directrices établies, mais semble respecter la teneur de la mesure législative. Un rapport complet de tels cas établissant toutes les circonstances et accompagné d'une recommandation ferme du gérant doit être présenté au Directeur régional et au Directeur de programme - Rassemblement de terrain et collectivités nouvelles. Aucune autre mesure ne doit être prise avant que le Directeur régional ne se soit prononcé sur la question.

SYSTÈME DE COMMUNICATION - Ce programme de subventions d'encouragement aux municipalités sera surveillé de près par le public en général, ce qui nécessitera un système complet de communication en provenance du bureau local à destination du Bureau régional et du Bureau national.

Le système de communication consistera en deux rapports chaque semaine. Le premier rapport aura trait à l'avis préalable d'affectation budgétaire et le deuxième, aux formules de demande ainsi qu'à leur approbation ou à leur rejet.

a) Avis d'affectation budgétaire - Chaque vendredi après la dernière livraison du courrier de la journée, il faut envoyer un télex au Directeur de programme - Rassemblement de terrain et collectivités nouvelles. Le télex servira à faire rapport pour l'année courante jusqu'à la date pertinente et par municipalité,

   (i) du nombre de logements selon le type;
   (ii) de la somme totale des subventions à verser $.....

b) Demandes de subventions - A la fermeture des affaires chaque jeudi, le Gérant de programme - Rassemblement de terrain et collectivités nouvelles, doit prendre une photocopie du Registre des subventions et l'envoyer par la poste à l'attention du Directeur régional ainsi que du Directeur de programme - Rassemblement de terrain et collectivités nouvelles. Cela pourvoira ainsi les trois bureaux d'un registre de subventions ainsi que de renseignements complets dans les plus brefs délais.

COMPTABILITÉ - Le montant de chaque chèque émis doit être imputé au code principal 108 - Compte des subventions d'encouragement aux municipalités et des recouvrements des dépenses d'administration. Les méthodes régulières de comptabilité doivent être suivies à l'égard de ce programme. Les recouvrements des dépenses d'administration feront l'objet d'une instruction générale distincte portant sur le nouveau programme fédéral Action logement dans sa totalité.

ABBREVIATIONS
USED IN THIS REPORT

AHOP	-	Assisted Home Ownership Program
ARP	-	Assisted Rental Program
CCA	-	Capital Cost Allowance
CMHC	-	Central Mortgage and Housing Corporation
FHAP	-	Federal Housing Action Program
GM	-	General Memorandum
MIG	-	Municipal Incentive Grant
MHP	-	Maximum House Price
NHA	-	National Housing Act

PROGRAM EVALUATION REPORTS

Below is a list of reports relating to the evaluation of NHA programs. Most of these are now available from the Program Evaluation Unit, Corporate Planning Division, National Office, Central Mortgage and Housing Corporation.

Rostum, H. Residential Rehabilitation Assistance Program: An Evaluation of Performance. August, 1977. 59 pages.

Lithwick, I. An Evaluation of the Federal Assisted Homeownership Program (1976). October, 1977. 209 pages.

Lithwick, I. An Evaluation of the Federal Assisted Rental Program (1976-77). November, 1977. 158 pages.

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MUNICIPAL INCENTIVE GRANTS

GENERAL

The purpose of this bulletin is to draw the attention of builders to the advantage of planning future housing developments to conform to the eligibility criteria which enable municipalities to receive federal grants of $1,000 per unit.

The Municipal Incentive Grant Program provides an incentive for municipalities to approve the development of more land at medium density for modest size housing and to speed up the housing approval process.

Only those municipalities which have received provincial approval can participate in the program.

ELIGIBILITY CRITERIA

Grants will be made for new dwelling units which have received a building permit or its equivalent between November 1, 1975, and December 31, 1978.

UNIT SIZE

The following maximum sizes apply to each individual dwelling unit in a development. Averaging is not permitted.

SUBVENTIONS D'ENCOURAGEMENT AUX MUNICIPALITÉS

GÉNÉRALITÉS

Le présent Bulletin a pour objet d'attirer l'attention des constructeurs sur l'avantage de projeter les immeubles résidentiels subséquents conformément aux critères d'admissibilité en vertu desquels les municipalités peuvent recevoir des subventions fédérales de 1 000 $ par logement.

Le programme de subventions d'encouragement aux municipalités incite ces dernières à approuver l'aménagement de plus de terrain affecté à des petites maisons à densité moyenne, et à accélérer les démarches précédant l'approbation à des fins domiciliaires.

Seules les municipalités qui ont reçu l'approbation de la province peuvent prendre part au programme.

CRITÈRES D'ADMISSIBILITÉ

Des subventions seront accordées à l'égard de nouveaux logements pour lesquels des permis de construire ou l'équivalent auront été délivrés entre le 1er novembre 1975 et le 31 décembre 1978.

DIMENSIONS DES LOGEMENTS

Les dimensions maximales suivantes visent chaque logement d'un ensemble domiciliaire et il n'est pas permis d'établir une moyenne.

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Central Mortgage and Housing Corporation
Société centrale d'hypothèques et de logement

Apartment Multiple-Family Dwelling * (Net Area) ** m2 (sq. ft. in parentheses)			Other Forms of Housing (Gross Area #) m2 (sq. ft. in parentheses)		Immeuble multifamilial * (Aire nette) ** m2 (pi ca entre parenthèses)			Autres genres de logement (Aire brute #) m2 (pi ca entre parenthèses)	
Bachelor	37	(400)			Studio	37	(400)		
1 Bedroom	56	(600)	60	(650)	1 chambre	56	(600)	60	(650)
2 Bedroom	74	(800)	84	(900)	2 chambres	74	(800)	84	(900)
3 Bedroom	93	(1, 000)	102	(1, 100)	3 chambres	93	(1 000)	102	(1 100)
4 Bedroom	111	(1, 200)	121	(1, 300)	4 chambres	111	(1 200)	121	(1 300)

* "Apartment Multiple-Family Dwelling" means a building containing three or more family housing units, each of which comprises one floor level only and has access to only one corridor or passage in common with other family housing units.

** Net floor area in "Apartment Multiple-Family Dwellings" is calculated by measuring from the inner surface of all walls enclosing the unit but not including any storage # # room contained within the unit.

Gross floor area in "Other Forms of Housing" is calculated by including exterior walls and one half of each party wall, but not including non-habitable rooms or spaces such as basements, storage # #, utility, heating or laundry rooms.

In this context "storage" refers to the storage space generally provided by the unfinished basement in a basement type house and in other cases provided either within or outside the unit as contemplated under Section 5 M "General Storage" of Residential Standards, 1977. It does not refer to clothes, linen and kitchen closets etc. which are normally included in computing unit size.

* "Immeuble multifamilial" désigne un bâtiment qui comporte trois logements familiaux ou plus, de plain-pied, et ne donnant que sur un corridor ou passage commun.

** L'aire de plancher nette d'un "immeuble multifamilial" se calcule d'une face intérieure à l'autre de tous les murs du logement, sans inclure les espaces de rangement # # se trouvant à l'intérieur du logement.

L'aire de plancher brute des "autres genres de logement" comprend les murs extérieurs et la moitié de chaque mur commun, mais ne comprend pas les pièces non habitables ou des endroits comme le sous-sol, les espaces de rangement # # ou ceux qui sont réservés aux services d'utilité publique et à l'installation de chauffage, ainsi qu'à la buanderie.

Dans le présent contexte, l'expression "espace de rangement" désigne l'espace généralement laissé dans un sous-sol non aménagé d'une maison, et dans d'autres cas, l'espace ménagé à l'intérieur ou à l'extérieur du logement, selon la Section 5 M "Espaces de rangement" des Normes de construction résidentielle. Il n'est pas ici question des penderies, des placards ou des armoires de cuisine dont on tient normalement compte dans le calcul des dimensions d'un logement.

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In determining size eligibility for this particular program, the area of the stairwell is included only once in the area calculation of a dwelling unit having more than one storey.

DENSITY

For purposes of the program, two density ranges apply. For those lands that have been serviced for at least five years, the eligible density is 25 to 111 units per net hectare* (10 to 45 units per net acre). For all other lands a density of 25 to 75 units per net hectare (10 to 30 units per net acre) will apply.

* A net hectare is a contiguous area consisting of one hectare of land or 10 000 m2. (A Net Acre is a contiguous area consisting of one acre of land or 43, 560 square feet). To calculate the density of any area, take the total number of self-contained residential units constructed (or to be constructed) within the Net Area ** and divide by the total Net Area.

** A Net Area is a parcel of contiguous land under common ownership normally considered to be the site and associated grounds of a residential building or buildings primarily provided for the private use of occupants, notwithstanding certain easements or rights of ways required for utility purposes. Such sites are usually designated by lot or block numbers on registered plans.

Where a subdivision, or part of a subdivision, comprises similar types of ground-oriented units whose density is generally above the minimum eligibility limit, corner lots which are rendered ineligible by virtue of minimum setback requirements from the side road, which requirements are in excess of interior lot side yard requirements, may be considered for eligibility.

Pour établir si les dimensions répondent aux critères d'admissibilité prévus dans le cadre de ce programme particulier, la surface que prennent les escaliers n'est comptée qu'une seule fois dans un immeuble à deux ou plusieurs étages.

DENSITÉ

Aux fins du programme, deux gammes s'appliquent en ce qui concerne la densité. En effet, s'il s'agit de terrains qui ont été viabilisés il y a au moins cinq ans, la densité peut varier entre 25 et 111 logements par hectare net* (10 à 45 logements par acre nette). Dans tous les autres cas, la densité à respecter est de 25 à 75 logements par hectare net (10 à 30 logements par acre nette).

* Un hectare net correspond à un hectare de terrain non morcelé ou à 10 000 m2. (Une acre nette correspond à une acre de terrain non morcelé ou à 43 560 pieds carrés). Pour calculer la densité de toute aire, il suffit de connaître le nombre total des logements autonomes construits (ou à construire) au sein de l'aire nette ** et de le diviser par l'aire nette globale.

** L'aire nette correspond à une parcelle de terrain non morcelée, en propriété commune, tenue pour devenir l'emplacement et la propriété connexe d'un ou de plusieurs immeubles prévus essentiellement pour l'usage exclusif des occupants, malgré certaines servitudes ou certains droits de passage requis pour les services d'utilité publique. Les emplacements du genre sont ordinairement désignés par numéro de lot ou de bloc sur des plans cadastraux.

Si un lotissement ou sous-lotissement comporte des genres semblables de logements axés sur la superficie au sol, dont la densité excède généralement la densité minimale prévue par les critères d'admissibilité, les terrains d'angle qui deviennent inadmissibles en vertu des exigences concernant la marge de recul par rapport à la rue latérale, lesquelles dépassent celles des jardins latéraux d'un terrain intérieur, peuvent faire l'objet d'une étude d'admissibilité.

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UNIT VALUE

The value of eligible units cannot exceed ceilings which have been established for each municipality.

Since this program encourages the construction of modest dwellings, the maximum value for units eligible under this program was established by adopting the value limit established for each municipality under the Assisted Home Ownership Program. For purposes of this program, the maximum value is the value limit which was in effect when the building permit was issued.

Value may be established by using cost price, land transfer affidavit, or by municipal assessment plus a factor acceptable to CMHC which will bring the assessed value to market value.

The method of calculating unit value is negotiated and determined by the local CMHC office manager in consultation with the municipality. Builders can obtain this information by contacting either CMHC or the municipality.

ADDITIONAL REQUIREMENTS

Eligible dwelling units must be constructed for permanent residency, be self-contained and connected to municipal piped services consisting of water and sanitary sewers, with roads to a minimum of gravel surface.

All residential units, whether for rent or sale, including public housing, and all units approved under the National Housing Act meeting density, size, and value criteria are eligible for the grant.

VALEUR DES LOGEMENTS

La valeur des logements admissibles ne peut excéder les valeurs "plafonds" établies pour chaque municipalité.

Etant donné que le programme en question favorise la construction de logements modestes, la valeur maximale des logements admissibles en vertu du programme se fonde sur la valeur limite établie pour chaque municipalité dans le cadre du Programme d'aide pour l'accession à la propriété. Aux fins du programme, la valeur maximale correspond à la valeur limite en vigueur au moment où le permis de construire a été délivré.

Le prix d'achat, une déclaration de cession de terrain ou encore une évaluation municipale en plus d'un facteur acceptable à la Société centrale qui ramènera la valeur cotée à la valeur marchande, peuvent servir à fixer la valeur d'un logement.

Le calcul de la valeur des logements se négocie entre le gérant du bureau local de la Société centrale et les représentants de la municipalité. Les constructeurs peuvent se prévaloir de ces renseignements en s'adressant à la Société centrale ou encore à la municipalité.

EXIGENCES SUPPLÉMENTAIRES

Les logements admissibles doivent tenir lieu de résidence permanente, être autonomes et raccordés aux services d'alimentation en eau potable et aux égouts sanitaires de la municipalité, et être desservis par des chemins ayant au moins une surface en gravier.

Toutes les résidences, qu'elles soient à vendre ou à louer, y compris les logements publics et tous ceux qui sont approuvés en vertu de la Loi nationale sur l'habitation aux chapitres de la densité, des dimensions et de la valeur, sont admissibles à recevoir une subvention.

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Similarly, new mobile homes are eligible provided the unit meets the requirements of the National Building Code, or carries CSA Certification to its Z240 Standard, is securely fixed in place on site, is intended for permanent occupancy (freehold or minimum five year ground lease), connected to piped municipal services and ready for occupancy.

Il en va de même pour les maisons mobiles neuves, pourvu qu'elles satisfassent aux exigences du Code national du bâtiment ou qu'elles portent le certificat de l'ACNOR prouvant leur conformité à la norme Z240, qu'elles soient bien retenues en place, qu'elles soient destinées à être occupées en permanence (détenues en nue-propriété ou occupées moyennant un bail d'au moins cinq ans sur le terrain) qu'elles soient raccordées aux services d'égouts municipaux et qu'elles soient prêtes à être occupées.

INFORMATION

For additional information about this program please get in touch with the nearest CMHC office.

RENSEIGNEMENTS

Pour de plus amples renseignements à propos du programme, veuillez entrer en communication avec le bureau de la Société le plus près.